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*Available in English and Spanish. Complaint form is posted on the City's website at:
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FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE

The City of Janesville/Janesville Transit System HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance from the Federal Transit Administration it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The City of Janesville/Janesville Transit System will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1B.
3. The City of Janesville/Janesville Transit System will make it known to the public that a person or persons alleging discrimination on the basis of race, color, or national origin, as it relates to the provision of transportation services and transit-related benefits, may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person whose signature appears below is authorized to sign this assurance on behalf of the grant applicant or recipient.



Jennifer Petruzzello, Neighborhood & Community Services Director
City of Janesville

7-26-2021
Date

1: Title VI Notice to the Public

Copy of notice of both English and Spanish, and List of locations where the notice is posted

The following notice is included in all JTS route guides and brochures, is posted at the Janesville Transit Transfer Center, JTS office, and on the City of Janesville website:

Notifying the Public of Rights Under Title VI The City of Janesville

- The City of Janesville operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Janesville.
- For more information on the City of Janesville's civil rights program, and the procedures to file a complaint, contact 608-755-3150, (for hearing impaired, please use Wisconsin Relay 711 service); email smithr@ci.janesville.wi.us; or visit our administrative office at 101 Black Bridge Road Janesville, WI 53545. For more information, visit <https://www.janesvillewi.gov/>
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- If information is needed in another language, contact 608-755-3150.
- Si se necesita informacion en otro idioma de contacto, 608-755-3150.

2: Title VI Complaint Procedures

*Procedures are posted on the City's website at:
www.ci.janesville.wi.us/jts*

**CITY OF JANESVILLE
JANESVILLE TRANSIT SYSTEM
Transit Services Center
101 Black Bridge Road, PO Box 5005
Janesville, Wisconsin 53547-5005
608-755-3150**

**CIUDAD DE JANESVILLE
SISTEMA DE TRÁNSITO DE JANESVILLE
101 Black Bridge Road, PO Box 5005
Janesville, Wisconsin 53547-5005
608-755-3150**

**Title VI Complaint Procedure
Procedimiento de quejas del Título VI**

**I. INTRODUCTION
I. INTRODUCCIÓN**

The following complaint procedures have been prepared by the Janesville Metropolitan Planning Organization (MPO) and the Janesville Transit System (JTS) to address any potential Title VI complaints against JTS. These procedures have been prepared according to information outlined in Federal Transit Administration Circular 4702.1B *Title VI Requirements and Guidelines for Federal Transit Administration Recipients* dated August 28, 2012, as may be amended or reissued from time to time. The purpose of this document is to outline the procedures for local processing of Title VI complaints.

Los siguientes procedimientos de quejas han sido preparados por la Organización de Planificación Metropolitana de Janesville (MPO) y el Sistema de Tránsito de Janesville (JTS) para abordar cualquier posible queja del Título VI contra la JTS. Estos procedimientos se han preparado de acuerdo con la información descrita en la Circular 4702.1B del Título VI de la Circular de la Administración Federal de Tránsito, *Requisitos y Pautas para los Destinatarios de la Administración Federal de Tránsito*, con fecha del 28 de agosto de 2012, según se pueda enmendar o volver a publicar de vez en cuando. El propósito de este documento es describir los procedimientos para el procesamiento local de las quejas del Título VI.

JTS operates their programs without regard to race, color and national origin.

JTS opera sus programas sin importar la raza, el color y el origen nacional.

The following are examples of Title VI nondiscrimination provisions applied to projects receiving Federal financial assistance:

Los siguientes son ejemplos de disposiciones de no discriminación del Título VI aplicadas a proyectos que reciben asistencia financiera federal:

1. Any person who is, or seeks to be, a patron of any public vehicle which is operated as part of, or in conjunction with, a project shall be given the same access, seating, and other treatment with regard to the use of such vehicle as other persons without regard to their race, color and national origin.
Cualquier persona que sea, o busque ser, un patrón de cualquier vehículo público que se opere como parte de, o en conjunto con, un proyecto deberá recibir el mismo acceso, asientos y otro tratamiento

con respecto al uso de dicho vehículo. como otras personas sin importar su raza, color y origen nacional.

2. No person who is, or seeks to be, an employee of the project sponsor or lessees, concessionaires, contractors, licensees, or any organization furnishing planning or public transportation services shall be treated less favorably than any other employee or applicant with regard to hiring, dismissal, advancement, wages, or any other conditions and benefits of employment, on the basis of race, color and national origin

Ninguna persona que sea, o pretenda ser, un empleado del patrocinador del proyecto o arrendatarios, concesionarios, contratistas, licenciarios o cualquier organización que brinde servicios de planificación o transporte público será tratada de manera menos favorable que cualquier otro empleado o solicitante con respecto a la contratación. despido, ascenso, salario o cualquier otra condición y beneficio del empleo, por motivos de raza, color y origen nacionalidad

3. No person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of transportation service furnished as a part of the project on the basis of race, color or national origin. Frequency of service, age, and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color and national origin.

Ninguna persona o grupo de personas será discriminado con respecto a la ruta, la programación o la calidad del servicio de transporte proporcionado como parte del proyecto por motivos de raza, color u origen nacional. Es posible que la frecuencia del servicio, la edad y la calidad de los vehículos asignados a las rutas, la calidad de las estaciones que prestan servicio a diferentes rutas y la ubicación de las rutas no se determinen en función de la raza, el color y el origen nacional.

4. The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color and national origin.

La ubicación de los proyectos que requieren la adquisición de tierras y el desplazamiento de personas de sus residencias y negocios no puede determinarse sobre la base de raza, color, y origen nacionalidad.

II. ALTERNATE FORMATS AVAILABLE

II. FORMATOS ALTERNOS DISPONIBLES

JTS desires to effectively communicate with you! Alternate formats for complaint procedures are available including Spanish translation, and audio files. Please contact David R. Kipp, at 608/755-3150 to make a request for an alternate format.

¡JTS desea comunicarse con usted de manera eficaz! Hay disponibles formatos alternativos para los procedimientos de quejas, incluida la traducción al español y archivos de audio. Comuníquese con David R. Kipp, al 608 / 755-3150 para solicitar un formato alternativo.

III. CITY OF JANESVILLE, JANESVILLE TRANSIT SYSTEM COMPLAINT PROCESS

III. PROCESO DE QUEJAS DEL SISTEMA DE TRÁNSITO DE LA CIUDAD DE JANESVILLE, JANESVILLE

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, or national origin in regards to the provision of Janesville Transit System regular transit service or other transit service provided by or funded through the Janesville Transit System may file a complaint. The complaint process may also be used in cases of

discrimination regarding location of and land acquisition for transit facilities or employment discrimination by the transit provider, transit project contractors, concessionaires, lessees, and licensees.

Cualquier persona que crea que él o ella, individualmente o como miembro de una clase específica de personas, ha sido objeto de discriminación por motivos de raza, color, nacionalidad en lo que respecta a la prestación del servicio de tránsito regular del Sistema de tránsito de Janesville u otro servicio de tránsito proporcionado o financiado a través del Sistema de tránsito de Janesville puede presentar una queja. El proceso de quejas también se puede utilizar en casos de discriminación con respecto a la ubicación y adquisición de tierras para instalaciones de tránsito o discriminación laboral por parte del proveedor de tránsito, contratistas del proyecto de tránsito, concesionarios, arrendatarios y titulares de licencias.

The process for filing a complaint with the City of Janesville is outlined in this section. The complainant may file an appeal if not satisfied with the decision. FTA recommends that Title VI complaints be filed with the City of Janesville; however, complainants reserve the right to file a complaint directly with the United States Department of Transportation Federal Transit Administration if dissatisfied with the decision of the City of Janesville.

El proceso para presentar una queja ante la ciudad de Janesville se describe en esta sección. El denunciante puede presentar una apelación si no está satisfecho con la decisión. FTA recomienda que las quejas del Título VI se presenten a la Ciudad de Janesville; sin embargo, los demandantes se reservan el derecho de presentar una queja directamente ante la Administración Federal de Tránsito del Departamento de Transporte de los Estados Unidos si no están satisfechos con la decisión de la ciudad de Janesville.

The complainant should be aware that complaints to FTA must be filed within 180 days after the date of the alleged discrimination, unless the time limit is extended by the Secretary of Transportation. The 180-day limit applies regardless of whether the complainant initially files a complaint with the City of Janesville.

El denunciante debe saber que las quejas ante FTA deben presentarse dentro de los 180 días posteriores a la fecha de la supuesta discriminación, a menos que el Secretario de Transporte extienda el límite de tiempo. El límite de 180 días se aplica independientemente de si el demandante presenta inicialmente una queja ante la ciudad de Janesville.

a. Filing Title VI Complaints with the City of Janesville

Presentar quejas de la Titulo VI ante la ciudad de Janesville

- (1) The Janesville Transit Director is the Title VI Coordinator for all complaints related to transit. All Janesville Transit System complaints shall be filed with the Transit Director or an official designated by the City of Janesville. A complaint must be filed within 180 days of an alleged discrimination act. Complainants may submit written or verbal complaints. Written complaints shall use the Title VI Complaint Form.
- (1) El Director de Tránsito de Janesville es el Coordinador del Título VI para todas las quejas relacionadas con el tránsito. Todas las quejas del Sistema de Tránsito de Janesville deberán presentarse ante el Director de Tránsito o un funcionario designado por la Ciudad de Janesville. Se debe presentar una queja dentro de los 180 días posteriores a un presunto acto de discriminación. Los reclamantes pueden presentar quejas escritas o verbales. Las quejas escritas deben utilizar el formulario de quejas del Título VI.
- (2) The Janesville Transit Director will provide the complainant or his/her representative with a written acknowledgement that the City has received the complaint within 10 working days.

Concurrently, the Transit Director will transmit the complaint to the City of Janesville Attorney's Office. For those complaints involving employment with the City, a copy shall also be forwarded to the Human Resources Director.

- (2) El Director de Tránsito de Janesville proporcionará al demandante o su representante un reconocimiento por escrito de que la Ciudad ha recibido la queja dentro de los 10 días hábiles. Al mismo tiempo, el Director de Tránsito transmitirá la queja a la Oficina del Fiscal de la Ciudad de Janesville. Para aquellas quejas relacionadas con el empleo con la Ciudad, también se enviará una copia al Director de Recursos Humanos.

b. Determination of Jurisdiction and Investigative Merit
Determinación de jurisdicción y mérito investigativo

The Janesville Transit Director, in consultation with the City Attorney's Office; the Neighborhood & Community Services Director; the Human Resources Director, as appropriate; and MPO Coordinator as appropriate, shall conduct an investigation and render a decision based on information in the complaint. A determination will be made within 15 working days after the receipt of the complaint. A complaint shall be regarded as meriting investigation unless:

El Director de Tránsito de Janesville, en consulta con la Oficina del Fiscal de la Ciudad; el Director de Servicios Comunitarios y Vecindarios; el Director de Recursos Humanos, según corresponda; y el Coordinador de MPO, según corresponda, llevará a cabo una investigación y tomará una decisión basada en la información contenida en la queja. Se tomará una determinación dentro de los 15 días hábiles posteriores a la recepción de la queja. Se considerará que una denuncia merece una investigación a menos que:

- Within the time allotted for making the determination of investigative merit, the Janesville Transit System voluntarily concedes noncompliance and agrees to take appropriate remedial action.
Dentro del tiempo asignado para tomar la determinación del mérito de la investigación, el Sistema de Tránsito de Janesville voluntariamente concede el incumplimiento y acuerda tomar las medidas correctivas apropiadas.
- Within the time allotted for making the determination of investigative merit, the complainant withdraws the complaint.
Dentro del tiempo asignado para tomar la determinación del mérito de la investigación, el denunciante retira la denuncia.

c. Notification of Decision
c. Notificación de decisión

The Janesville Transit Director shall notify the complainant; the Neighborhood & Community Services Director; the MPO Coordinator if applicable; and the City Attorney's Office of the decision by letter. In the event of a decision not to investigate the complaint, the notification shall specifically state the reason for the decision.

El Director de Tránsito de Janesville notificará al denunciante; el Director de Servicios Comunitarios y Vecindarios; el Coordinador de MPO si corresponde; y la Oficina del Fiscal de la

Ciudad de la decisión por carta. En el caso de una decisión de no investigar la queja, la notificación deberá indicar específicamente el motivo de la decisión.

The notification of decision shall include a brief written memorandum prepared by the Transit Director. The memorandum shall include the following:

La notificación de la decisión incluirá un breve memorando escrito preparado por el Director de Tránsito. El memorando incluirá lo siguiente:

- (1) Summary of the complaint, including a statement of the issues raised by the complainant and the Janesville Transit System's reply to each of the allegations; **Resumen de la denuncia, incluida una declaración de las cuestiones planteadas por el denunciante y la respuesta del Sistema de Tránsito de Janesville a cada una de las alegaciones;**
- (2) Citations of relevant Federal, State, and local laws, rules, regulations and guidelines, etc.; **Citas de leyes, reglas, regulaciones y pautas, etc., federales, estatales y locales relevantes;**
- (3) Description of the investigation, including a list of the persons contacted by the Transit Director and a summary of the interviews conducted; and **Descripción de la investigación, incluyendo una lista de las personas contactadas por el Director de Tránsito y un resumen de las entrevistas realizadas; y**
- (4) A statement of the Transit Director's findings and recommendations. **Una declaración de las conclusiones y recomendaciones del Director de Tránsito.**

All documentation pertaining to Title VI complaints, including written and recorded verbal statements, shall be kept on file at the Janesville Transit System, Transit Services Center.

Toda la documentación relacionada con las quejas del Título VI, incluidas las declaraciones verbales escritas y grabadas, se mantendrá en los archivos del Sistema de Tránsito de Janesville, Centro de Servicios de Tránsito.

- d. Referral to Other Agencies
d. Remisión a otras agencias

After investigation and consultation with appropriate staff and the City Attorney's Office, the Janesville Transit Director may refer the complaint to State or Federal agencies and will inform the complainant; and the City Attorney's Office of such action. For example, discrimination complaints regarding employment could be referred to the Equal Employment Opportunity Commission or to a State agency with comparable responsibility.

Después de la investigación y consulta con el personal apropiado y la Oficina del Fiscal de la Ciudad, el Director de Tránsito de Janesville puede remitir la queja a agencias estatales o federales e informará al demandante; y la Oficina del Fiscal de la Ciudad de dicha acción. Por ejemplo, las quejas de discriminación con respecto al empleo podrían remitirse a la Comisión de Igualdad de Oportunidades en el Empleo o a una agencia estatal con responsabilidad comparable.

IV. CITY OF JANESVILLE, JANESVILLE TRANSIT SYSTEM APPEAL PROCESS

IV. PROCESO DE APELACIÓN DEL SISTEMA DE TRÁNSITO DE LA CIUDAD DE JANESVILLE, JANESVILLE

Upon notification of the decision, the complainant may file a local appeal with the City of Janesville if not satisfied with the findings of the initial investigation. Appeals shall be forwarded to the Deputy City Manager within 15 days after the initial decision. The appeal process follows the same guidelines as an initial complaint.

Tras la notificación de la decisión, el demandante puede presentar una apelación local ante la ciudad de Janesville si no está satisfecho con los resultados de la investigación inicial. Las apelaciones se enviarán al administrador adjunto de la ciudad dentro de los 15 días posteriores a la decisión inicial. El proceso de apelación sigue las mismas pautas que una queja inicial.

V. FEDERAL TRANSIT ADMINISTRATION COMPLAINT PROCESS

V. PROCESO DE QUEJAS DE LA ADMINISTRACIÓN DE TRÁNSITO FEDERAL

As stated previously, complainants have the right to file a Title VI discrimination complaint directly with the United States Department of Transportation, Federal Transit Administration. Como se indicó anteriormente, los demandantes tienen derecho a presentar una queja por discriminación del Título VI directamente con el Departamento de Transporte de los Estados Unidos, Administración Federal de Tránsito.

Title VI Discrimination Complaints filed directly with the Federal Transit Administration shall be subject to the procedures documented in Chapter VII of FTA Circular 4702.1B *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*.

Las quejas por discriminación del Título VI presentadas directamente ante la Administración Federal de Tránsito estarán sujetas a los procedimientos documentados en el Capítulo VII de la Circular 4702.1B de la FTA, *Requisitos y Pautas del Título VI para los Destinatarios de la Administración Federal de Tránsito*.

AGENCY DIRECTORY - DIRECTORIO DE AGENCIA

City of Janesville

Deputy City Manager's Office

18 North Jackson Street

PO Box 5005

Janesville, WI 53545

Telephone: (608) 755-3036

Federal Transit Administration Office of Civil Rights

Attention: Title VI Program Coordinator

East Building, 5th Floor-TCR

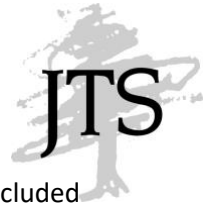
1200 New Jersey Ave., SE

Washington, DC, 20590.

3: Title VI Complaint Form

*Available in English and Spanish. Complaint form is posted on the City's website at:
www.ci.janesville.wi.us/jts.*

**CITY OF JANESVILLE
JANESVILLE TRANSIT SYSTEM
Title VI Complaint Form**



The City of Janesville, Janesville Transit System (JTS) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act. Title VI complaints must be filed within 180 days of an alleged discrimination act.

If making a written Title VI complaint, please use this Title VI Complaint Form. The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Coordinator by calling (608)755-3150. The completed form must be returned to Janesville Transit System, Title VI Coordinator, 101 Black Bridge Road, P.O. Box 5005, Janesville, WI 53547-5005.

ALTERNATE FORMATS AVAILABLE

JTS desires to effectively communicate with you! Alternate formats for complaint procedures are available including Spanish translation, and audio files. Please contact David R. Kipp, at 608/755-3150 to make a request for an alternate format.

Your Name:	Phone:
Street Address:	City, State, Zip Code:
Email:	
Person(s) discriminated against (if someone other than complainant)	
Street Address, City, State, Zip Code, Phone, Email:	

Which of the following best describes the type of discrimination that took place? (Circle one)

Race

Color

National Origin

When was the date of the incident? _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Have you filed a complaint with any other federal, state or local agencies? (Circle One) YES / NO
If so, list agency/agencies and contact information below:



Agency:	Contact Name:
Street Address, City, State, Zip Code:	Phone

Agency:	Contact Name:
Street Address, City, State, Zip Code:	Phone

I, _____, being first duly sworn on oath, deposes and says that I have read the above complaint and that it is true to the best of my knowledge, information and belief.

Complainant's signature Date

CIUDAD DE JANESVILLE
SISTEMA DE TRÁNSITO DE JANESVILLE
Formulario de quejas del Título VI



La Ciudad de Janesville, Sistema de Tránsito de Janesville (JTS) se compromete a garantizar que ninguna persona sea excluida de la participación o se le nieguen los beneficios de sus servicios por motivos de raza, color u origen nacional, de acuerdo con el Título VI de los Derechos Civiles.

Actuar. Dominio del inglés, según lo dispuesto por el Título VI de la Ley de Derechos Civiles. Las quejas del Título VI deben presentarse dentro de los 180 días posteriores a un supuesto acto de discriminación.

Si presenta una queja de Título VI por escrito, utilice este Formulario de queja de Título VI. La siguiente información es necesaria para ayudarnos a procesar su queja. Si necesita ayuda para completar este formulario, comuníquese con el Coordinador del Título VI llamando al (608) 755-3150. El formulario completo debe devolverse a Janesville Transit System, Coordinador del Título VI, 101 Black Bridge Road, P.O. Box 5005, Janesville, WI 53547-5005. Para poder procesar su reclamo, complete la siguiente información, firme el formulario y envíalo al siguiente dirección: Janesville Area Metropolitan Planning Organization, Title VI Coordinator, P.O. Box 5005, Janesville, WI 53547-5005.

FORMATOS ALTERNOS DISPONIBLES

¡JTS desea comunicarse con usted de manera eficaz! Hay disponibles formatos alternativos para los procedimientos de quejas, incluida la traducción al español y archivos de audio.

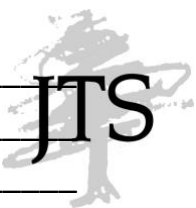
Comuníquese con David R. Kipp, al 608 / 755-3150 para solicitar un formato alternativo.

Información del Demandante:	
Nombres y Apellidos:	Teléfono:
Correo electrónico:	
Dirección:	Ciudad, Estado, Código Postal:
<p>Si hace la presentación en nombre de otra persona, proporcione su información de contacto a continuación:</p> <p>Nombre _____</p> <p>Dirección _____</p> <p>Ciudad _____ Estado _____ Código postal _____</p> <p>Teléfono _____</p> <p>Correo electrónico: _____</p>	

☐ Raza ☐ Color ☐ Origen Nacionalidad

En sus propias palabras, describa cómo, por qué, cuándo y por quién considera que fue discriminado. Incluya toda la información pertinente posible sobre el o los supuestos actos de discriminación. Incluya los nombres y títulos de los trabajadores de JTS, si los conoce, a quienes acusa de los actos de discriminación contra usted. Adjunte páginas adicionales si fuera necesario.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



¿Ha presentado este reclamo ante otro organismo federal, estatal o local, o ante un juzgado federal o estatal? (Marque una respuesta con un circulo) Si / NO

Si has marcado “Si” haz una lista de los organismo(s) y su información de contacto:

Organismo:	Nombre de contacto:
Ciudad, Estado, Código Postal:	Teléfono:

Organismo:	Nombre de contacto:
Ciudad, Estado, Código Postal:	Teléfono:

Yo, _____, habiendo sido debidamente juramentado, declaro y digo, que he leído el reclamo escrito y que es cierto según mi leal saber y entender.

Firma del demandante Fecha

JANESVILLE AREA METROPOLITAN PLANNING ORGANIZATION
Planning Services Department
18 North Jackson Street
Janesville, WI 53545

MEMO TO: Rebecca Smith, Transit Director

FROM: Wald Klimczyk, Janesville City Attorney

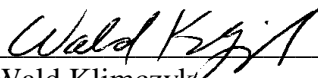
DATE: October 7, 2019

SUBJECT: Inquiry on Title VI Active Lawsuits/Complaints

In a recent email to the Janesville City Attorney's Office you said: "JTS and the Janesville Area Metropolitan Planning Organization (MPO) is in the process of updating our Civil Rights compliance submittal to the Federal Transit Administration under Title VI of the Civil Rights Act of 1964. As part of that process the City must report on any active lawsuits or complaints alleging discrimination on the basis of race, color, or national origin regarding service or other transit benefits."

There are no active lawsuits or complaints.

cc: Duane Cherek, Planning Services Manager/MPO Director
Alexander Brown, MPO Coordinator



Wald Klimczyk
Janesville City Attorney

4: List of Transit-related Title VI Investigations, Complaints, and Lawsuits

A list of complaints over the last three years is attached.

1. **REQUIREMENT TO RECORD AND REPORT TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS.** In order to comply with the reporting requirements of 49 CFR Section 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations conducted by entities other than FTA; lawsuits; and complaints naming the recipient. This list shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to, the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to FTA every three years. See Appendix E for an example of how to report this information.

LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS (GENERAL REQUIREMENT)

Background

All recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to FTA every three years.

List of Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.	9-27-18	Allegation of poor customer service because of race.	Racial discrimination allegation unfounded.	Supervisor reviewed the video of the interaction; followed up with the citizen; and spoke with the driver.
2.	6-20-18	Allegation of poor customer service because of race.	Racial discrimination and customer service complaints unfounded.	Supervisor followed up with the citizen; and spoke with the driver.

5 & 14: Public Participation Plan

JTS adheres to the MPO's Public Participation Plan, which includes information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission. The Public Participation Plan is attached and is also located on the City's website at: www.ci.janesville.wi.us/mpo.

Public Participation Plan



Janesville Area Metropolitan Planning Organization

Technical Advisory Committee: October 3, 2017

Policy Board: November 29, 2017

INTENT

The purpose of this document is to inform Janesville area citizens, metropolitan planning organization (MPO) committee members, and public and private transportation providers about the public participation process used during the review and approval of MPO transportation planning documents. This guide specifically outlines the procedures to be used during the development of the Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), Public Participation Plan, and other plans and studies as appropriate.

METROPOLITAN PLANNING ORGANIZATION

The Janesville Area MPO is responsible for developing transportation plans and programming projects for the Janesville planning area. As part of its responsibilities, the MPO is charged with providing a forum for cooperative transportation planning and decision-making and establishing a public involvement process that ensures opportunities for early and continuing general public involvement in the review and evaluation of Janesville area transportation plans and programs.

The Janesville Area MPO is represented by the following units of government:

- City of Janesville
- City of Milton
- Rock County
- Janesville Township
- Harmony Township
- La Prairie Township
- Milton Township
- Rock Township

The City of Janesville Community Development Department serves as the staff for the MPO, and MPO functions are directed by a 16 member Policy Board. The MPO Policy Board is advised by a 24-member Technical Advisory Committee (TAC). Figure 1 illustrates the membership of the MPO Policy Board and TAC.

INTRODUCTION

Public involvement in the formulation and approval of MPO plans and programs, including the Long Range Transportation Plan and the TIP, is an important part of the Janesville area transportation planning process. This document provides a set of guidelines and standards that the Janesville Area MPO intends to follow to engage the public in local transportation plans and programs. Flexibility in the proposed procedures will be maintained throughout the public participation process in order to encourage maximum public involvement. The public participation plan will be reviewed and evaluated at least every 5 years, and amended as necessary to reflect changes in federal legislation. This document serves as an update to the Public Participation Plan adopted in 2012. Any amendments will be reviewed and approved by the MPO Policy Board.

GOALS AND OBJECTIVES FOR THE PUBLIC INVOLVEMENT PROCESS

The following public participation objectives of the Janesville Area MPO were originally adopted in 1994 and form the foundation for the guidelines included in this document:

- Early and continuing opportunities for public involvement
- Timely dissemination of information about transportation plans and programs
- Reasonable public access to technical and policy information
- Adequate notice to the public regarding public involvement opportunities and activities
- Adequate time for public review and comment at important decision points
- Documentation of public comments in MPO plans and programs
- Periodic review and revision of the public participation process

PUBLIC PARTICIPATION CONTACTS

The Janesville Area MPO maintains and updates an extensive list of organizations and individuals from whom public involvement is sought. The public contacts include the media, schools, major employers, freight shippers, providers of freight transportation services (e.g. planning/logistics, transfer, and storage companies), public transit users and their representatives, social service agencies, health care centers, senior housing developments, special interest groups, government agencies, and private citizens. The MPO will solicit input from various agencies and individuals on the mailing list during the appropriate stages of the TIP, long range transportation plan, Public Participation Plan, and other special studies such as the Transit Development Plan updates. Transit users will be initially contacted about public meetings through postings or displays at the Downtown Transit Transfer Center.

A copy of the MPO public participation mailing list will be available for review at the City of Janesville Planning Services Division (City Hall). Any agency or individual may request to be added to the mailing list for future meeting notification and document distribution.

The long range transportation plan, TIP and other special studies, as appropriate, will be developed in consultation with state and local agencies such as the EPA, Army Corps of Engineers, DNR, adjoining planning agencies and units of government and local historic preservation interests. Where possible, the MPO will depend on the DOT's coordination process. When this is not possible, the MPO will contact additional state and local agencies related to the afore mentioned topics, inform them of the projects or plans being considered and how to submit their comments.

POLICY BOARD AND TECHNICAL ADVISORY COMMITTEE MEETINGS

A Class One Public Notice will be printed in the *Janesville Gazette* and included in the City of Janesville weekly meeting notice. Each meeting will be published on the City of Janesville Public Meeting Calendar to announce both Policy Board and Technical Advisory Committee meetings. The notice shall state the purpose, time, and location of the meeting as well as staff contact information. The public notices shall be printed in the local newspaper and posted to the city meeting calendar at least one week prior to the meeting.

The site for all Policy Board and Technical Advisory Committee meetings will be adequate in size for the audience, accessible to persons with disabilities, located on or convenient to public transportation routes and provide adequate parking. The special needs of the population being served will be considered when choosing meeting locations. Public requests for alternate meeting locations will be considered and every attempt at accommodation will be made. Any applicable handouts will be available to the public as they enter the meeting room. Individuals may make oral comments, submit written comments, or send comments to the MPO staff at the appropriate postal or email address.

A sign language interpreter for hearing impaired persons will be made available if requested. Staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired person or those with other disabilities. MPO staff will work with persons of limited English proficiency (LEP) to include them in the planning process.

When possible the MPO shall use visualization techniques such as maps, transportation models, drawings, photographs, or illustrative renderings of proposals to present the projects, plans or topics being discussed at each meeting.

MPO Sub-committees, advisory groups, and project teams

Per MPO's bylaws, the Chair of the Policy Board and the Chair of the Technical Advisory Committee have the authority to designate any special committees they find necessary. Bylaws do not specify whether such sub-committees may consist only of MPO elected officials and staff.

Sub-committees and advisory groups that are formed to aid in the development of a plan the MPO will approve, such as the Long Range Transportation Plan or Transit Development Plan, shall follow all of the public notice and meeting location procedures as the MPO TAC and Policy Board. Every effort should be made to form sub-committees with a diverse set of stakeholders, paying particular attention to include transportation disadvantaged individuals and organizations that serve disadvantaged populations.

For certain projects, MPO jurisdictions may form a work team to advise the engineering design of a major public works project such as a bridge. Local jurisdictions also routinely hold public meetings to share information about upcoming transportation projects. These projects are primarily implementation related rather than planning related. For public meetings related to specific public works projects, public notice may be conducted according to the standards of the city, town, or county conducting the activity rather than following the notice requirements in this plan.

DOCUMENTS

All documents, including maps can be viewed at the City of Janesville Planning Division (City Hall), the Janesville Hedberg and Milton libraries and on the City of Janesville website on the MPO webpage. Individuals can obtain paper copies of the documents or CDs containing the documents at the City of Janesville Planning Services Division (City Hall). Visualization aids used in presentations to the TAC or Policy Board can be viewed at the City of Janesville Planning Division (City Hall). The aids specific to the meeting will be kept for at least 2 weeks after the meeting.

PUBLIC PARTICIPATION PROCEDURES

The draft of the Public Participation Plan will be reviewed by the Technical Advisory Committee. After the review process, the final adoption of the Public Participation Plan is subject to MPO Policy Board approval. A 45 – day public comment period will be available prior to the adoption of the plan by the Policy Board. At the beginning of the 45 – day public comment period, a public notice will be printed in the local newspaper and posted on the City of Janesville website and a notification letter will be mailed to the public participation contact list. The notification letter and public notice will state where the document can be reviewed and staff contact information. Contact information for MPO staff will include an address, telephone number, fax number, and email address. The document will be available for review at the City of Janesville Planning Services Division (City Hall), the Janesville Hedberg and Milton libraries, and on the City of Janesville website. Comments received on the public participation procedures and the MPO's response to those comments will be attached to the draft document and made available to technical and policy committee members.

Amendments to the Public Participation Plan will follow the same procedures as the draft plan with review by the Technical Advisory Committee followed by a 45-day public comment period before final approval of the amendment(s) by the MPO Policy Board.

The Public Participation Plan will also be used to fulfill the public participation procedures required by the Federal Transit Administration for review and approval of the Program of Projects for transit purposes.

LONG RANGE TRANSPORTATION PLAN

The Janesville Area Long Range Transportation Plan examines the existing highway, transit, freight, and bicycle/pedestrian systems, identifies existing and projected problems with the system, and proposes long range transportation systems improvements. Legislation requires MPOs to amend and update their long range plan in order to reflect the transportation issues and projects that will affect the planning area over a 20-30 year horizon. Plan goals, objectives, policies, and priorities will be reviewed by the Technical Advisory Committee, special committees, as appropriate, the general public and the Policy Board in the initial stages of the federally-required five year updates to the long range transportation and land use plan.

Goal and Objects for Public Participation

- Goal: Early and continuing opportunities for public involvement
 - Objective: Notify individuals and groups by mailings and email distribution that the plan is being developed and that they can contact the MPO to learn more about the Long Range Transportation Plan and provide any comments on the process.
 - Objective: Post in the newspaper and on City of Janesville website a public notice that announces the development of the plan and meetings of the Technical Advisory Committee. Notices will include MPO contact information.
- Goal: Timely dissemination of information about the Long Range Transportation Planning process
 - Objective: Post public notices in the local newspaper, Janesville Transit Center, and on the website at least one week prior to all public meetings.
 - Objective: Post TAC and Policy Board agenda packets on the City of Janesville website at least one week prior to all public meetings, so they are available to the public.
 - Objective: Provide a draft of the Long Range Transportation Plan at the Janesville Hedberg and Milton libraries and the City of Janesville Planning Services Division (City Hall).

- Goal: Adequate notice to the public regarding public involvement opportunities and activities
 - Objective: Post a public notice in the local newspaper, in the City of Janesville weekly press release, at the Janesville Transit Transfer Center, and on the City of Janesville website announcing public meeting(s) and open house(s). The notice shall include the time and location of the meeting(s).
- Goal: Adequate time for public review and comment at important decision points of the Long Range Transportation Plan.
 - Objective: Hold public engagement forums (CEFs) during the development process to receive guidance and feedback from the public.
 - Objective: Allow a 30-day public comment period before final approval of the Long Range Transportation Plan.
 - Objective: Provide MPO staff contact information including phone number, fax number, address, and email on all public notices, mailings, and web page.
- Goal: Documentation of public comments in the Long Range Transportation Plan
 - Objective: Provide an appendix to the final document that summarizes all public comments and how the MPO integrated comments into the adopted Plan.

Long Range Plan Draft

Plan Development

The factors that affect future transportation needs and the anticipated impacts of transportation system improvements are identified and analyzed at the plan development stage. It is at this stage that long range plan goals, objectives and policies will be reviewed, discussed, and developed. Participants in this review will include MPO Staff, Technical Advisory Committee members including representatives from the townships contained within the planning area, City of Janesville, City of Milton, Rock County, WisDOT, FHWA, FTA, and members of the general public. The activities that will take place during the plan development stage are described below.

- An introductory overview report will be developed that identifies the major multimodal (highway, transit, rail, bicycle/pedestrian) factors to be analyzed in the long range plan. The report will outline key transportation issues in the area and the transportation planning goals, objectives, and policies that will be used to determine which projects or studies will be recommended for development or construction over the 20 -30 year planning period. The report will also include a summary of transportation planning

documents that relate to the long range plan or are to be used as a foundation for developing the long range transportation plan. The goals, objectives, policies, and related planning documents included in the report will reflect the transportation planning activities of the entire Janesville MPO planning area; will be developed in consultation with all MPO jurisdictions, the general public, and Technical Advisory Committee members, and other appropriate parties such as the EPA and DNR. After review by the Technical Advisory Committee, the MPO Policy Board will review and approve the overview report and all subsequent sections of the long range plan.

- Technical input on plan development will be coordinated through meetings with county and township representatives, City of Janesville, City of Milton, WisDOT, FHWA, FTA and public and private transportation providers in the MPO area. These Technical Advisory Committee meetings will be open to the public. The Technical Advisory Committee will discuss and recommend for approval a general land use map for the long range transportation plan. The map will identify general land uses for all developed and undeveloped land within the MPO planning area boundary and will reflect a 20 to 30 year growth horizon. Upon approval by the MPO Policy Board, the land use map will be incorporated into the introductory overview report.
- The MPO Director may choose to form advisory groups or sub-committees to assist with development of the LRTP. All such meetings will be open to the public and noticed accordingly.

Input on the initial stage of the plan will be received by the MPO through written comment, by calling or emailing MPO staff directly or by electronic email. These comments will be discussed at the technical meetings or open houses held during the plan development stage and incorporated in the final document.

Draft Plan Review

Interested organizations and the general public are encouraged to review the draft plan to ensure that it reflects the future transportation needs of the Janesville planning area.

- As sections of the Draft Plan are completed, they will be distributed to all Technical Advisory Committee members, and executive summaries of the Draft plan sections will be distributed to Policy Board members. Organizations and individuals on the MPO public participation distribution list will be notified when each section is complete and ready for review by the TAC. Full copies of the Draft plan sections will be available for review at the Janesville Hedberg and Milton libraries, at the City of Janesville Planning Services Division (City Hall), and on the MPO webpage. Hard copies of the Draft plan sections or CDs containing the draft sections will be provided by City of Janesville Planning Services Division (City Hall) for any organization or individual who may like to obtain a copy.
- Continued technical input into the presentation of the draft plan is encouraged through meetings with county and township representatives, City of Janesville, City of Milton,

WisDOT, FHWA, FTA and public and private transportation providers in the MPO area. Meetings with the MPO Technical Advisory Committee & Policy Board will be open to the general public and noticed as such.

- Copies of the Draft Plan will be available for public viewing at the City of Janesville Planning Services Division (City Hall), Janesville Hedberg and Milton libraries, and on the MPO web page. Individuals will also be able to obtain CDs containing copies of the document.
- A public meeting(s) or community engagement forum (CEF) will be held at which time members of the general public may provide comment on draft sections of the plan. Public notice of the meeting (s) will be printed in the local newspaper, posted on the MPO webpage, and MPO public participation list will be notified at least one week prior to the meeting.

Comments will be received by the MPO through written comment, by calling the MPO staff directly or by email. There will be 30- day public comment period between the review of the Draft Plan by the Technical Advisory Committee and the final approval by MPO Policy Board. All public comment and the MPO's response will be summarized in the final document.

Final Plan Distribution

The final plan will be sent to all organizations included on the MPO's Technical Advisory Committee including local, county, state, and federal levels of government. A final copy will also be available for review at the Janesville Hedberg and Milton libraries and on the MPO webpage. Reserved copies of the plan will be kept at the City of Janesville Planning Services Division (City Hall) for any organization or individual who may like to obtain a copy.

During any of the separate public information meeting(s) held on the Long Range Transportation Plan, individuals will have the opportunity to speak one-on-one with MPO staff and make any comments concerning the document. Comments will be documented for public record in meeting minutes and will be incorporated into the appendix of the plan. Individuals may make oral comments, submit written comments, or send comments to the MPO staff at appropriate postal or email address. Any applicable handouts will be available to the public as they enter the meeting room.

The site for such meeting(s) will be adequate size for the audience, accessible to persons with disabilities, located on or convenient to the public transportation routes and have adequate parking. An effort will be made to choose a time that will accommodate the majority of the public, while still allowing the voting members to participate fully. Meetings will be scheduled so that persons who must rely on public or specialized transit can attend and still return home during the hours of operation of those systems and also accommodate those persons who work both during the day and in the evening. A sign language interpreter for hearing impaired persons will be made available if requested. Staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired persons or those with other

disabilities. Upon request, MPO staff will work with persons of limited English proficiency (LEP) to include them in the planning process.

Environmental Consultation

The MPO adopted a process for environmental consultation related development of the LRTP in November 2007. The Environmental Consultation Plan is included in the Plan as an appendix.

Amendments

Amendments to the Long Range Plan will be reviewed by the Technical Advisory Committee and notice of the meeting will be posted in the local newspaper and on the City of Janesville website. Final approval of the amendments will be made by the MPO Policy Board after a 30-day public comment period. All comments and MPO response will be attached to the amended plan.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Program is a staged six-year listing of actual highway, transit, and enhancement projects within the metropolitan area. The TIP is prepared as a cooperative effort by the MPO, the Wisconsin Department of Transportation, transit operators, and other local agencies. The program identifies the scheduled construction year of the proposed project, type of project, funding source and funding level. In the Janesville planning area, the TIP is updated on an annual basis, and any area transportation project using federal funds must be included in the document. The TIP must be endorsed by the MPO Policy Board and WisDOT prior to being submitted to the Federal Highway Administration for funding. The MPO is charged with providing citizens and other interest parties with appropriate opportunities for comment on the TIP before the Policy Board grants final approval.

Identification of Projects

- Projects are requested from the following units of governments or departments:
 - City of Janesville (Engineering Department)
 - City of Milton
 - Towns of Harmony, Janesville, LaPrairie, Milton, and Rock
 - Rock County Highway Department
 - Rock County Planning & Development Agency
 - Wisconsin Department of Transportation Regional office
 - Janesville Transit System
 - Rock County Specialized Transit
 - Rock County Health Care Center
 - Lutheran Social Services
 - Rock Trail Coalition
 - Community Action, Inc.
 - Riverfront

Organizations that do not have projects in the TIP are informed of the TIP process: Rock Trail Coalition, providers of public, private, or not-for-profit transportation providers, including providers of non-emergency medical transportation if those providers can be identified.

Inclusion of projects in the TIP is based on funding availability and compliance with short and long range plans for metropolitan planning area.

- Project submittals initiate the public involvement process and provide opportunity for input into the draft TIP.
- At the time that the Request for Projects (RFPs) are forwarded to the participating agencies and providers, a public notice is printed in *The Janesville Gazette* announcing the development of the TIP to the general public. The notice informs the public that they can contact the MPO to learn more about the TIP and provide any comments on the process. The notice also informs the public that a future public meeting will be held at which they can provide comments.
- The MPO will document all public comments received during the RFP period. A summary of these public comments and how they were addressed will be incorporated into the appendix of the TIP.

Draft TIP

The Draft TIP is developed by the MPO staff after receiving project proposals from the local government agencies and transportation providers.

- The Draft TIP is sent to all members of the MPO Technical Advisory Committee plus all other transportation providers (both public and private) in the metropolitan area.
- The MPO will rely on WisDOT's consultation process to inform organizations such as the DNR, EPA, Army Corps of Engineers, and historic preservation groups of the projects being considered.
- Per 23 U.S.C. 134, representatives of transit users, freight shippers, and providers of freight transportation services on the public participation mailing list will be notified of the availability of the draft TIP. A copy of the proposed transit projects will be posted at the transit transfer center. Transit patrons will be notified that copies of the Draft TIP are also available for review at the Janesville Hedberg and Milton libraries, the City of Janesville Planning Services Division (City Hall), the Janesville Transit System office, and on the City of Janesville website.
- Copies of the Draft TIP will be made available for public review at the Janesville Hedberg and Milton libraries, at the City of Janesville Planning Services Division (City Hall), and on the City of Janesville website. Oral and written comments on the Draft TIP

will be taken by the MPO and documented in the Draft TIP prior to the development of the Final TIP.

- The MPO Technical Advisory Committee meets to discuss the projects that have been included in the Draft TIP. Additions or deletions to the list are suggested at this time. The Technical Advisory Committee meeting is an open meeting and the general public is invited to attend through a notice published on the City of Janesville website and in *The Janesville Gazette*.
- There will be a 20-day comment period after the Technical Advisory Committee reviews the TIP, and before final approval by the MPO Policy Board.

Both the Draft and Final versions of the TIP contain a separate chapter describing the public involvement stages included in the development of the document. A section of this chapter is devoted to summarizing public comments on TIP development along with MPO staff's response to these comments or questions. The MPO staff will usually respond to written comments or questions by directly speaking with the interested individual. The MPO will keep official documentation of the TIP – related materials including legal notices, Technical Advisory Committee and Policy Board structures, press releases, meeting attendee lists, and meeting summaries on file and available to the public in the MPO office at the City of Janesville Planning Services Division (City Hall) for a period of seven years.

If requested by a number of organizations or individuals, the MPO will hold a separate open public information meeting or public hearing to present an overview of the Transportation Improvement Program. The MPO staff will be available for one-on-one discussions regarding the document(s). Individuals may also make oral comments, drop written comments into a comment box or send comments to the MPO staff at the appropriate postal or email address.

The site for such a meeting or hearing will be of adequate size for the audience, accessible to persons with disabilities, located on or convenient to public transportation routes and provide adequate parking. A time would be chosen so that a maximum number of people could attend. Meetings will be scheduled so that persons who must rely on public or specialized transit can attend and still return home during the hours of operation of those systems, and also accommodate those persons who work both during the day and in the evening. A sign language interpreter for hearing impaired persons will be made available if requested. Staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired persons or those with other disabilities. MPO staff will work with persons of limited English proficiency (LEP) to include them in the planning process.

Final TIP Distribution

The MPO Policy Board determines final approval of the TIP after no further significant changes are made to the Draft TIP. The Final TIP is then published and submitted to the Federal Highway Administration, Federal Transit Administration, Wisconsin Department of Transportation and other local levels of government in the MPO planning area. Transportation providers and other individuals requesting a copy are also forwarded a copy of the Final TIP. Copies of the Final TIP

will be made available for public review at the Janesville Hedberg and Milton libraries, the MPO office at City of Janesville Planning Services Division (City Hall), and the Janesville Transit System office.

Amendments

No Amendment Required:

- Schedule
 - Changing the implementation schedule for projects within the first four years of the TIP.
- Scope
 - Changes in the scope (character of work or project limits) while remaining reasonable consistent with the approved project.
- Funding
 - Changing the source (Fed, state, local); category (IM, NHS, STP, earmarks); or amount of funding for a project without changing the scope of work or schedule for the project or any other project within the first four years of the TIP.

When an administrative modification is made by MPO staff, the updated document is reposted to the MPO webpage and notice of the change is communicated to WisDOT, FTA, FHWA, Technical Advisory Committee, and Policy Board.

Minor Amendment (public notice, minimum 20 day comment period, action by MPO Policy Board)

- Schedule
 - Adding an exempt/preservation project in to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP.
 - Moving an exempt/preservation project out of the first four years of the TIP.
- Scope
 - Changing the scope (character of work or project limits) of an exempt/preservation project within the first four years of the TIP such that the current description is no longer reasonably accurate.
- Funding
 - Change in project funding that impacts the funding for other projects within the first four years of the TIP forcing any exempt/preservation project out of the four-year window.

When a minor amendment is processed, a notice of the change is communicated to WisDOT, FTA, FHWA and Technical Advisory Committee. The MPO Technical Advisory Committee does not meet to approve a minor amendment. Public notice and a minimum 20-day comment period are required before action by the Policy Board. The public notice shall summarize the amendment(s) and include contact information for public comment.

Major Amendment (public involvement opportunity and processed through MPO Technical Advisory Committee and Policy Board)

- Schedule
 - Adding a non-exempt/expansion project to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP.
- Scope
 - Significantly changing the scope (character of work or project limits) of a non-exempt/expansion project within the first four years of the TIP such that current description is no longer reasonable accurate.
- Funding (thresholds to be defined by the MPO in consultation with WisDOT and FHWA and subject to WisDOT approval).
 - Adding or deleting any project that exceeds the lesser of:
 - 20% of the total Federal funding programmed for the calendar year, or
 - \$1,000,000.

A major amendment requires a meeting of the Technical Advisory Committee, followed by a 20 day public comment period before approval by the Policy Board. Public notice for meetings are required.

ANNUAL LISTING OF OBLIGATED FEDERALLY FUNDED PROJECTS

The MPO will annually make available to the public a listing of federally funded projects for which funding was obligated in the previous year. The complete listing of projects will be posted to the MPO webpage within 90 days of the previous calendar year.

documented, and if appropriate to the study format, will be incorporated into the final document.

JANESVILLE TRANSIT SYSTEM ROUTE AND FARE CHANGES

JTS relies upon the MPO for assistance with public engagement and outreach related to system route and fare changes, in accordance with the cooperative agreement for continuing transportation planning for the MPO between WisDOT, JAMPO, and JTS. JTS and the MPO jointly developed procedures for route and fare changes, included in Appendix B.

OUTREACH EFFORTS AND TECHNIQUES

The MPO will use several types of outreach efforts and techniques during the public participation process which include the media, social media, local newspaper, the City of Janesville website, local cable access channel, online news media, and mailings.

- Area media groups are contacted when meeting notices and agendas are published. Agendas are sent to the Courthouse, the libraries, WCLO and WKPO. Meeting notices are sent to the Janesville Gazette, Forward Janesville, United Press International, WKPO, WREX-TV and WTOV.

- The City of Janesville posts items of interest to the Facebook and Twitter accounts. While regular City committee meetings are not posted to social media, items of interest applicable to the MPO include surveys, special events, road closures, bus detours, and traffic incidents.
- All public notices will be published in the *Janesville Gazette*. In addition the *Janesville Gazette* will also publish articles regarding planning efforts. For example, the planning of major highways/bypasses or neighborhood planning efforts are often articles in the newspaper.
- Notice of MPO public meetings and items of interest will be included in the City of Janesville weekly press release compiled by the City of Janesville. Media outlets in the Dane, Jefferson, Rock, and Winnebago (IL) Counties receive the release, although anyone may sign up to receive it through the City of Janesville website.
- WCLO, local news radio, covers local issues for the Rock County listening audience. Local Vision TV and Channel 26 cover local issues for the viewing audience.
- MPO staff will post all final planning documents on the MPO webpage. Agenda materials, including draft planning documents, are posted in the Agenda Materials section of the City website. Staff contact information including an address, telephone number, fax number, and email address will also be provided on the webpage.
- The MPO will also utilize the local cable access station (JATV) to announce upcoming meetings and planning efforts.
- Documents will be available for the public to view at the City of Janesville Planning Services Division (City Hall), Janesville Hedberg and Milton libraries, and on the MPO webpage. Special planning projects or notices about such projects may also be posted or available for viewing at the Janesville Transit Transfer Center.
- Meeting announcements may be sent to individuals and groups on the MPO mailing list. Public meetings announcements on special projects (neighborhood plans, highways, etc.) will be sent to residents who are directly affected by the proposed planning activity.
- MPO Staff will occasionally go out to the Township meetings and communities as part of the public participation process.
- MPO Staff will occasionally attend meetings of interested stakeholders, such as the Rock Trail Coalition and Downtown Janesville Inc.
- MPO Staff will use direct methods of outreach when appropriate. If online methods are used, alternative methods will be made available.

Additional outreach efforts will be used when appropriate. These additional efforts will be noted for possible future use during further public participation opportunities.

ENVIRONMENTAL JUSTICE

This section is included to fulfill the 1994 Presidential Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Population* in the applicable MPO documents. This order accompanied by Title VI of the 1964 Civil Rights Act attempts to identify, avoid, and minimize disproportionately harmful or hazardous health and environmental affects on low-income and minority populations. More specifically, the US DOT and FHWA identify three fundamental environmental justice principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in receipt of benefits by minority and low-income populations.

The Janesville Area MPO will comply with federal Environmental Justice requirements by adhering to the following strategy:

- Announce public meetings and planning efforts through public notices in the local newspaper. Information will direct Limited English Proficiency (LEP) persons how to access materials in alternative formats.
- Identify minority and low-income interest groups in the Janesville area and include them in all mailings announcing public meetings and planning efforts.
- Identify concentrations of low-income and minority populations by mapping demographic data.
- Identify current transportation systems serving minority and low-income populations in the TDP.
- Maintain a mapping system to assess impact of distributions of transportation programs, policies, and activities established in the Long Range Transportation Plan and TIP.
- Continuing evaluation of effectiveness of public involvement process.

EVALUATION CRITERIA AND PROCESS

The public participation plan will be reviewed and evaluated at least every 5 years, and amended as necessary to reflect changes in federal legislation. The evaluation will consist of examining the following information:

- Number of Public Notices (newspaper/web page)
- List of where public notices are posted/published
- Number and variety of opportunities for public involvement
- Number of days from public notice announcement to planning activity (meeting, forum, open house, review of document, etc.)
- Number of days for public review and comment
- Number of local newspaper stories
- Number of public comments and suggestions
- Number of citizens at public meetings
- Number of individuals/groups on mailing list.
- Number of places that documents are placed for public viewing. Determine if they are in centrally located places and the hours that they are open for business.
- Quality of comments received.

Based on the data the MPO will determine if all possible resources are being used to involve the public and if these resources are effective. Effectiveness is ultimately determined by how many citizens take the opportunity to make comments or suggestions or that come to public meetings. A survey could also be sent out to individuals/groups on mailing list to determine ways to better reach the public or if a public involvement technique worked. A survey can also determine why individuals/groups do not participate.

COMPLAINTS

All complaints regarding the Public Participation Process shall be filed with the Janesville Area MPO Coordinator. Complaints are reviewed by the MPO Coordinator, MPO Director, and City of Janesville Attorney. Complaints may also be heard by jurisdictions included within the MPO Planning Boundary. Those jurisdictions would then file the complaint with the MPO Coordinator. Title VI related complaints will be investigated using the Title VI procedures developed for the MPO and JTS.

DOCUMENTATION

Copies of all planning documents will be available for viewing at the Janesville Hedberg and Milton libraries, at the City of Janesville Planning Services Division (City Hall), and on the MPO webpage.

Please submit comments or questions to:

Janesville Area MPO – Planning Services Division
18 N. Jackson St.
P.O. Box 5005
Janesville, WI 53547
Telephone: (608)755-3095
Fax: (608) 755-3196
Email: planning@ci.janesville.wi.us

www.ci.janesville.wi.us/mpo

Appendix A

Public Participation Plan Evaluation

This evaluation examines the effectiveness of the Public Participation Plan, adopted in 2012, and based on the evaluation criteria included on page 20 of the Plan. Recommendations identified in this evaluation were incorporated into the update of the 2017 Plan, and the MPOs general procedures, as appropriate.

Number of Public Notices (newspaper/web)

From 2012 through mid-2017, the MPO TAC and Policy Board committees met 23 times. Public notices were published at least once in the Janesville Gazette seven days or more prior to the meeting date. Each year, a public notice and list of transit projects was posted at the transit transfer center. A public notice was published in the Janesville Gazette and on the website, as well as posted at the transit transfer center, announcing a public open house for the Transit Development Plan. Public notices and/or press releases were published to inform the public of direct survey efforts for the Trail User Survey and Transit Development Plan.

Public informational meetings related to State projects are also frequently published on the City of Janesville website and included in City press releases. While these meetings are not organized by the MPO, staff works with other agencies to involve the public in regionally significant projects.

MPO meetings have been included in the City of Janesville weekly meeting notice since 2007. MPO meetings were added to the City of Janesville weekly press release in late 2011. In addition to media outlets, the City of Janesville weekly press release is distributed to anyone who signs up to receive it.

List of where public notices are posted/published

Janesville Gazette
City of Janesville website
Janesville City Hall
Transit Transfer Center (if Transit related)
Janesville Hedberg and Milton Libraries

Number and variety of opportunities for public involvement

There have been a number and variety of opportunities for public involvement from 2012 through 2017. The MPO has held meetings of the Technical Advisory and Policy Board at least twice each year. In addition, special planning studies and projects have used direct survey and open house style meetings to gather input from the public.

Number of days from public notice announcement to planning activity (meeting, forum, open house, review of document, etc.)

A minimum of seven days between public notice and public meeting is required. Between 2012 through 2017, the seven day minimum was maintained. Several times, meetings were noticed twice: two weeks prior and then one week prior.

The City holds Community Engagement Forums (CEFs) for a variety of planned projects that will have an impact on a neighborhood or the community at large. For a major public works project, nearby property owners are identified and mailed a letter at least ten days prior to the meeting. For example, a CEF was held in 2016 to gather input and feedback regarding the Milwaukee Street Bridge replacement and realignment of the Ice Age Trail. Letters were mailed to neighbors 18 days prior to the meeting.

Number of days for public review and comment

A 20 day comment period was maintained between the Technical Advisory Committee meeting and the Policy Board meeting for actions related to the TIP. A 30 day comment period was maintained between committee meetings in 2016 when the Long Range Transportation Plan was updated. A 45 day comment period was maintained between committee meetings in 2012 when the Public Participation Plan was updated.

Number of local newspaper stories

The Janesville area is fortunate to have local media outlets that frequently cover transportation planning initiatives and projects. The Janesville Gazette and WCLO have published or aired stories about the downtown two-way conversion study, planning for the removal of the downtown Parking Plaza, Interstate 39/90 expansion, the Janesville Transit Development Plan and others. Upon request from staff, WCLO and the Janesville Gazette promote the availability of online surveys being used in planning efforts.

Number of public comments and suggestions

Trail User Survey: numerous comments documented in appendices of the Trail User Survey report.

Transportation Improvement Program: none

Transit Development Plan: Ongoing

Number of citizens at public meetings

There have been very few attendees at regular MPO meetings. Only around eight individuals have attended Technical Advisory Committee or Policy Board meetings in the period between 2012 and mid-2017.

Meetings with the purpose of a specific study or project have been more widely attended.

The Janesville Transit System is undergoing a Transit Development Plan, to be completed by the end of 2017. In May, the first round of data gathering and public outreach included an on-board rider survey, an off-bus survey of the general public, an open house at the transit transfer center, an open house at the Job Center, and multiple stakeholder group meetings. The Transit Advisory Committee, a sub-committee formed for the project, held its first meeting in July. The meeting was held at Janesville City Hall and was open to the public.

Number of individuals/groups on mailing list

The MPO coordinates with the Rock County Transportation Coordination Committee to continuously update the transportation providers contact list. The City of Janesville licenses private taxi operators and provides contact information to the MPO. The City of Milton no longer licenses taxi operators. The MPO worked with WisDOT in 2010 to add tribes with interests in the region to the environmental consultation list.

TIP solicitation list:

- City of Janesville (Engineering Department, Planning, Transit)
- City of Milton
- Towns of Harmony, Janesville, LaPrairie, Milton, and Rock
- Rock County Highway Department
- Rock County Planning & Development Agency
- Wisconsin Department of Transportation (Southwest Region)
- Rock County Specialized Transit
- Rock County Health Care Center
- Lutheran Social Services.
- Rock Trail Coalition
- Community Action, Inc.
- Riverfront
- All other public, private, or not-for-profit transit providers identified as Mass Transportation – Providers in the TIP

Number of places that documents are placed for public viewing. Determine if they are in centrally located places and the hours that they are open for business.

Hard copies of all materials are distributed to the Janesville Hedberg and Milton Libraries and available at the Janesville City Hall in the Planning Services Division. Janesville's facilities are centrally located in the downtown and accessible by transit. The Milton Library is centrally located within the City of Milton. Janesville City Hall is open Monday through Friday from 7:30am to 4:30pm. The libraries are open every day of the week and both libraries have evening hours on some days. These locations and business hours provide sufficient access to public documents.

Materials distributed to the libraries are posted in a glass case near the main entrance. The cover letter to the library director was the top sheet visible to the public. In 2012, staff developed a simple and easy to read flier explaining the enclosed materials and how to access them.

Quality of comments received.

The most numerous and highest quality comments from the public have come from specific planning initiatives such as the Trail User Survey, Long Range Transportation Plan and the Transit Development Plan.

Conclusion

The Janesville Area MPO has made adjustments and improvements to outreach materials and techniques, which have been included in the 2012 update to the Public Participation Plan. The Janesville Area MPO followed public participation procedures as outlined in the Public Participation Plan in the period following the previous update in 2006. The procedures, as outlined, fulfill the goals and objectives of public involvement.

While regular MPO meetings are sparsely attended, attendance is typical of public meetings in Janesville when no specific controversial item is on the agenda. Efforts to increase participation in public meetings include emailing information to stakeholder groups such as Janesville Velo Club and Rock Trail Coalition.

The MPO achieves meaningful public participation during special planning initiatives and project specific planning. Text has been added to the Public Participation Plan to encourage direct outreach whenever possible for special planning initiative and project specific planning.

Recommendations Incorporated into the 2017 Public Participation Plan

- Clarified procedures for project work teams and advisory sub-committees.
- Clarified procedures for processing administrative modifications and amendments to the Transportation Improvement Program.
- Incorporated JTS Fare change and service change procedure as an Appendix

RESOLUTION 2017 - 03

**A Resolution Endorsing amendment to the Public Participation Plan
For the Janesville Metropolitan Planning Area**

WHEREAS, the Janesville Area Metropolitan Planning Organization Policy Board is recognized by the Governor of Wisconsin, the Federal Highway Administration and the Federal Transit Administration as the urban transportation planning policy body with responsibility for carrying out the urban transportation planning process in accordance with federal regulations.

NOW THEREFORE BE IT RESOLVED, that the Policy Board of the Janesville Area Metropolitan Planning Organization endorses amendments to the Public Participation Plan for the Janesville urbanized area as being consistent with the 2015-2050 Janesville Area Long Range Transportation Plan, and the Janesville Transit System Transit Development Plan of 2017.

BE IT FURTHER RESOLVED, that the Policy Board certifies that the requirements of Section 134 of Title 23, CFR 450 (the Federal Transit Administration's and Federal Highway Administration's regulations for urban transportation planning), Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by the State of Wisconsin under 23 U.S.C. 140 and 29 U.S.C. 794, sections 1101(b) of Moving Ahead for Progress in the 21st Century Act (MAP – 21) (P.L. 112-141), and all applicable FAST Act and ADA requirements are met.

AND BE IT FURTHER RESOLVED, that the Janesville Area Metropolitan Planning Organization Policy Board approves the Public Participation Plan.

ADOPTED: November 29, 2017

APPROVED: _____


Chair, MPO
Policy Board

ATTEST: _____



Duane Cherek
Planning Services Manager/ MPO Director

Appendix B: Public Comment Policy Regarding Transit Major Service Reductions and Fare Increases

Purpose

The purpose of this policy statement is to describe how the Janesville Transit System (JTS) solicits and considers public comments prior to a fare increase or major service reduction.

This policy sets forth planning and public comment processes related to transit service and fare structure changes. Whenever appropriate, the following policy refers to and relies upon existing City of Janesville ordinances or public participation processes used by the Janesville Area Metropolitan Planning Organization (MPO) in transportation planning studies and projects.

Major Service Change Definition

A major service change is defined as the elimination of one or more regular year-round routes or other reductions equal to 15% of the overall service level of the system.

Minor Service Change Definition

Service changes that do not meet the definition of a major service change shall follow the minor service change notice procedure as described below.

Minor Service Change Notice Procedure

- Notice shall be posted at the Janesville Transfer Center at least one week prior to change.
- Notice shall be posted on the City of Janesville website at least one week prior to change.
- Notice shall be posted on the bus(es) or route that is/are affected by the change, if appropriate, at least one week prior to change.

Major Service Change Procedure

Major service changes are typically the result of a special study or a Transit Development Plan (TDP) directed by the MPO with significant involvement from JTS staff. The Public Participation Plan (PPP) adopted by the MPO outlines the goals and objectives of public participation as well as provides a set of guidelines and standards to follow when soliciting public comments on local transportation plans and programs. The following procedures include PPP language with additional participation and notice activities specific for transit studies.

Plan Development

A report of existing conditions of the transit system is the first stage in the development of service recommendations. The existing conditions report will be developed with direct public involvement from bus riders and transportation stakeholders as well as the collection of data such as ridership counts. Methods of involvement to solicit comments may include but are not limited to on-board surveys, online surveys, hosting an information booth at the Transit Transfer Center or other locations, public open house, one-on-one interviews, and focus groups.

Notice of direct public involvement opportunities, such as on-board surveys, will be posted at the Transit Transfer Center and on buses at least one week prior to the activity. A public open house meeting will follow procedures described in the public meetings section of this policy.

Draft Plan Recommendations

City staff and any TDP consultants will use the existing conditions report; and the public comments obtained through the public's involvement to develop draft plan recommendations. Once recommendations have been drafted, a public open house meeting will be scheduled to solicit public comments. A summary of proposed changes will be posted at the Transit Transfer Center. The summary will include a map depicting the proposed changes, and text describing the change. Contact information will be provided for those wishing to make public comment and the comment period will last a minimum of two weeks before the MPO Policy Board meets to consider adoption of the Plan.

Plan Adoption and Service Change Implementation

After considering any comments received from the public, the final draft Plan will be presented to the MPO Policy Board for adoption. All MPO meetings are advertised as public meetings. Implementation of changes will occur no less than 30 days from adoption of the final Plan in order to give sufficient notice of changes. Notice of changes to occur will be given in the following ways:

- Notice shall be posted at the Janesville Transfer Center at least 30 days prior to change.
- Notice shall be posted on the City of Janesville website at least 30 days prior to change.
- Notice shall be posted on the bus(es) or route that is/are affected by the change, if appropriate, at least 30 days prior to change.

In the event that major service changes become necessary due to citywide financial constraints or other circumstances not related to a special study or updating the Transit Development Plan, JTS will scale the major service change procedures to meet the requisite timeline. The report on existing conditions would be developed using city staff personnel. The report on existing conditions would include less rigorous analysis in comparison to the level of analysis used when completing a special study or updating the TDP. The existing conditions report may include significantly less direct public involvement opportunities. In addition, the public comment period regarding draft service changes may also be shortened to meet the necessary timeline. At minimum, a two week period to comment on the draft recommendations would occur. Changes would be adopted at a City Council meeting, in which a public hearing would precede action on the item. The service change implementation process shall remain the same and the notice period for implementing changes shall remain at 30 days.

Public Meetings

A Class One Public Notice will be printed in the *Janesville Gazette* and included in the City of Janesville weekly press release, which is sent to media outlets and citizens. Each meeting will be published on the online City of Janesville Public Meeting Calendar to announce meetings. The notice shall state the purpose, time, and location of the meeting as well as staff contact information. The public notice shall be printed in the newspaper, sent with the City of Janesville

weekly press release, and published on the online City of Janesville Public Meeting Calendar at least one week prior to the meeting.

The site for all meetings will be adequate in size for the audience, accessible to persons with disabilities, located on or convenient to the public transportation routes and provide adequate parking. The special needs of the population being served will be considered when choosing meeting locations. An effort will be made to choose a time that will accommodate the majority of the public, while still allowing the voting members to participate fully. Meetings will be scheduled so that persons who must rely on public or specialized transit can attend and still return home during the hours of operation of those systems. Public requests for alternate meeting locations will be considered and every attempt at accommodation will be made. Any applicable handouts will be available to the public as they enter the meeting room. Individuals may make oral comments, submit written comments, or send comments to the MPO staff at the appropriate postal or email address.

A sign language interpreter for hearing impaired persons will be made available if requested at least 48 hours in advance. If requested, staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired person or those with other disabilities. An interpreter will be provided to persons of limited English proficiency (LEP) if requested at least 48 hours in advance.

When possible the MPO shall use visualization techniques such as maps, transportation models, drawings, photographs, or illustrative renderings of proposals to present the projects, plans or topics being discussed at each meeting.

All documents, including maps can be viewed at the City of Janesville Planning Services Division (City Hall), the City of Janesville Hedberg Public Library and on the City of Janesville website. Individuals can obtain paper copies of the documents or CDs containing the documents at the City of Janesville Planning Services Division (City Hall). Visualization aids used in presentations can be viewed at the City of Janesville Planning Service Division (City Hall). The aids specific to the meeting will be kept for at least 2 weeks after the meeting.

Solicitation of Comments

Input at all stages of the process will be collected by the MPO through written comment, through direct contact with staff, or by calling or emailing MPO staff directly. These comments will be discussed at the technical meetings, city council meetings or open houses held during the plan development stage. All comments will be incorporated in the final document as an appendix. The final plan document will include a summary of public feedback and what steps were taken to address concerns or issues raised by the public.

Fare Change Procedures

Transit service fares are set by Janesville city ordinance. Changes to city ordinance are brought forth by City Administration to the Janesville City Council in the following manner:

1. The agenda for Janesville City Council meeting is made public on the Wednesday before a regular City Council meeting, which meets every second and fourth Monday of the month. Agenda materials are posted to the City's website. Hard copies of the agenda are posted in the entry of City Hall; in the rack on the Council Chambers door at City Hall; at the Rock County Courthouse and at the Hedberg Public Library.
2. A proposed fare change is first set on the agenda under "New Business". At this meeting, the City Clerk reads aloud the proposed ordinance change and the City Council schedules the item for a public hearing.

Members of the public may speak at a City Council meeting during the regular agenda item "Public comments on items on the Agenda not requiring a public hearing and on matters which can be affected by Council action". The speaker is allowed four minutes to make comments. Comments are directed to the City Council and are noted in the meeting minutes. Council meetings are recorded for live transmittal and on demand re-broadcast.

3. On the date of the City Council meeting in which the scheduled public hearing takes place, the agenda item is set on the agenda under "Old Business". The ordinance is read aloud a second time and then the Council President opens the public hearing. Anyone wishing to speak is allowed three minutes. Comments are directed to the City Council and are noted in the meeting minutes. Council meetings are recorded for live transmittal and on demand re-broadcast. After the public hearing, City Council may choose to approve, reject, refer for further study, continue until a later meeting, table, or take other action on the item.
4. If the ordinance change is approved, the new ordinance language is published in the Janesville Gazette within ten days. The transit service fares would go into effect on the date listed in the ordinance.
5. After a fare change is approved by the City Council, notice to riders of the impending fare change is posted on buses, at the Transit Transfer Center, and on the City's website at least one week prior to the implementation.

Appendix C: Environmental Consultation Plan

6: Language Assistance Plan

Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP) based on the DOT LEP Guidance.

Language Assistance Plan

Plan Components

As a recipient of federal US DOT funding, the City of Janesville is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The City of Janesville's Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, the City of Janesville has conducted a *Four Factor Analysis*¹ of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

LEP *Four Factor Analysis*

Factor 1: Demography: Identifies the number or proportion of LEP persons served and the languages spoken in the service area.

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires the City of Janesville to review its US Census data to determine if it meets the *LEP Safe Harbor Threshold*.

US Census Data²

The City of Janesville did the following:

¹ DOT LEP guidance <https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance>

² US Census data is available at: <https://data.census.gov>

1. Inserted a copy of the City of Janesville's county LEP data in the Title VI/ADA plan. This data was found at the WisDOT website <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/compliance/title6.aspx> or the US Census Bureau <https://data.census.gov>.
2. Analyzed the LEP demographic data for the City of Janesville's program and/or service area by calculating the *Safe Harbor Threshold* for two to three of the largest language groups identified other than English.
 - a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that "Speaks English less than very well" by the total population of the county.
 - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less, of the population to be served) the City of Janesville must provide translation of vital documents in written format for the non-English users.
 - ii. Examples of written translation of vital documents include the Nondiscrimination policy statement (Appendix 2), Complaint Procedure (Appendix 3), Complaint Form (Appendix 4), and ADA paratransit eligibility forms.
3. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.

Factor 2: Frequency: Identifies the frequency staff encounters LEP persons.

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn't mean they don't speak English or are identified as LEP.

The summary below discusses the frequency with which City of Janesville staff encounter LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons. City of Janesville staff persons are encouraged to use LEP resource materials to assist LEP persons.

Factor 3: Importance: Explains how the program, service or activity affects people's lives.

The summary below discusses how the City of Janesville's program and services impact the lives of persons within the community. The City of Janesville will specify the community organizations that serve LEP persons, if available.

Factor 4: Resources and Costs: Discusses funding and other resources available for LEP outreach.

The summary below discusses the low-cost methods the City of Janesville uses to provide outreach to LEP persons as well as train staff on Title VI/ADA and LEP principles.

Additional Required Elements

In addition to the *Four Factor Analysis* (listed below as item #1), the City of Janesville addresses the following elements:

- | | |
|-----------------|--|
| Item #2: | A description of how language assistance services are provided by language |
|-----------------|--|

- Item #3:** A description of how LEP persons are informed of the availability of language assistance service
- Item #4:** A description of how the language assistance plan is monitored and updated
- Item #5:** A description of how employees are trained to provide language assistance to LEP persons

Summary of the Language Assistance Plan Components

Factor 1 – Demography

The City of Janesville provides transportation service for the City of Janesville and in Rock County WI through the Janesville Transit System (JTS).

The US Census Bureau's American Community Survey Five-Year Estimates (2014-2018) report there are numerous languages spoken in Rock County. Some of these languages include Spanish, German, Russian, Japanese, Hmong, and Vietnamese. After English, the second largest language group is Spanish.

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), the City of Janesville must provide translation of vital documents in written format for non-English speaking persons.

In Rock County, with a population estimate of 161,769, 632 persons have identified themselves as Spanish speaking and “speaks English less than very well”. This language group is less than 1% and below the 5% or 1,000 persons threshold of the population to be served. This means the City of Janesville is not required to provide written translation of vital documents. All other language groups listed above are also below the Safe Harbor Threshold. This means, at this time, the City of Janesville is also not required to provide written translation of vital documents in these languages.

Even though the City of Janesville is below the Safe Harbor Threshold and is not required to provide written translation of vital documents, it publishes a Riders Guide in Spanish on its website and in print.

In the future, if the City of Janesville meets the Safe Harbor Threshold for any language group, it will provide written translation of vital documents in such languages and consider measures needed for oral interpretation.

Factor 2 – Frequency

The City of Janesville and JTS are trained on what to do when they encounter a person with limited English proficiency. JTS tracks the number of encounters and consider adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the City of Janesville's programs and services. The *Log of LEP Encounters* is a tool to help track LEP encounters.

Log of LEP Encounters

Date	Time	Language Spoken By Individual (if available)	Name and Phone Number of Individual (if available)	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

While formal data has not been collected since 2012, JTS found during its TDP development process suggested that approximately three percent of riders are LEP persons, according to ridership surveys.

JTS staff has reviewed the frequency it has, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, JTS has yet to receive requests for interpreters and translated program documents.

JTS has an open-door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with the Transit Director and the City of Janesville to ensure the individual receives access to the transportation service.

The “*I Speak*” Language Identification Card listed below is a document that can be placed in JTS vehicles and used by the City of Janesville staff to assist LEP individuals. Additional languages can be added as needed to match the demographic changes of the City of Janesville’s service area.

“I Speak” Language Identification Card

Language Identification Chart	Language
I speak English	English
Yo hablo español	Spanish
Kug has lug Moob	Hmong
我說中文	Chinese
E nói tiếng Việt	Vietnamese
나는한국어를	Korean
Marunong akong mag-Tagalog	Tagalog
Ich spreche Deutsch	German
Я говорю по-русски	Russian
Ja говорим српски	Serbian
मैं हिंदी बोलते हैं	Hindi
میں نے اردو بولتے ہیں	Urdu

Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

Factor 3 – Importance

The City of Janesville and the Janesville Transit System (JTS) understand an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services and socialization. A transportation system is a key link to connecting LEP persons to these essential services.

Factor 4 – Resources and Costs

Even though the City of Janesville does not have a separate budget for LEP outreach, it continuously explores ways to implement low cost methods of notifying LEP persons of transportation services. Outreach efforts include maintaining a website, utilizing social media, developing and printing brochure/materials and having a visible presence in our community (e.g., participating in job fairs, parades, community events, etc.) to promote transportation services.

Additional low-cost outreach methods to reach LEP communities include but are not limited to activities such as providing transit information at ethnic stores/markets; senior center; and library. The cost is relatively low but the ability to reach the LEP population is high.

When encountering LEP persons directly, City of Janesville staff use the “I Speak” Language Identification Card or posters to identify the language and communication need of LEP persons.

The City of Janesville has a bilingual speaking person on staff. The City of Janesville has also developed relationships with language teachers in area schools as well as local community leaders to use a resource to assist in meeting the need of LEP persons, if needed.

JTS does the following to inform LEP persons of the availability of language assistance services:

- ✓ Review outreach activities and the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>.
- ✓ Purchase translation services for phone call communication (Language Line) as needed.
- ✓ Purchase translation services for written documents as needed.

The City of Janesville ensures Title VI-ADA requirements are met. The City of Janesville's records updates and reviews to its Title VI and ADA Transition Plan.

On an ongoing basis, the City of Janesville assesses changes in demographics, types of services or other rider needs. This review assesses the effectiveness of the LEP policies and procedures, including but not limited to mechanisms for securing interpretive services, equipment used for the delivery of language assistance, complaints filed by LEP person, needs identified through community outreach activities and routine feedback from direct-service staff.

The City of Janesville will evaluate the information collected to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.

JTS employees are oriented on the principles of Title VI/ADA and the Language Assistance Plan. New employees will be provided guidance on the needs of clients served and how best to meet their needs.

The City of Janesville will ensure that JTS, as applicable educates its staff on Title VI and ADA requirements, specifically complaint procedures and LEP provisions. If a driver, dispatcher or employee needs further assistance related to LEP individuals, they will work with JTS's Transit Director to identify necessary actions (immediate, short-term and long-term) designed to best meet the language needs of the participants of the program or service.


LANGUAGE SPOKEN AT HOME		
Note: The table shown may have been modified by user selections. Some information may be missing.		
DATA NOTES		
TABLE ID:	S1601	
SURVEY/PROGRAM:	American Community Survey	
VINTAGE:	2019	
DATASET:	ACSST5Y2019	
PRODUCT:	ACS 5-Year Estimates Subject Tables	
UNIVERSE:	None	
FTP URL:	None	
API URL:	https://api.census.gov/data/2019/acs/acs5/subject	
USER SELECTIONS		
TOPICS	Language Spoken at Home	
GEOS	Janesville city, Wisconsin	
EXCLUDED COLUMNS	None	
APPLIED FILTERS	None	
APPLIED SORTS	None	

Table: ACSST5Y2019.S1601

WEB ADDRESS	https://data.census.gov/cedsci/table?q=Language%20Spoken%20at%20Home&g=1600000US5537825&tid=ACSST5Y2019.S1601&hidePreview=true
TABLE NOTES	<p>Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.</p>
	<p>Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Technical Documentation section.</p> <p>Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.</p>
	Source: U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates
	<p>Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see ACS Technical Documentation). The effect of nonsampling error is not represented in these tables.</p>

Table: ACSST5Y2019.S1601

	The 2015-2019 American Community Survey (ACS) data generally reflect the September 2018 Office of Management and Budget (OMB) delineations of metropolitan and micropolitan statistical areas. In certain instances, the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB delineation lists due to differences in the effective dates of the geographic entities.
	Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Table: ACSST5Y2019.S1601

	<p>Explanation of Symbols: * An "***" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.</p> <p>* An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution, or the margin of error associated with a median was larger than the median itself.</p> <p>* An "-" following a median estimate means the median falls in the lowest interval of an open-ended distribution.</p> <p>* An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution.</p> <p>* An "****" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.</p> <p>* An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.</p> <p>* An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.</p> <p>* An "(X)" means that the estimate is not applicable or not available.</p>
COLUMN NOTES	None

Table: ACSST5Y2019.S1601

	Janesville city, Wisconsin					
	Total	Percent	Percent of specified language speakers			
			Speak English only or speak English "very well"	Percent speak English only or speak English "very well"	Speak English less than "very well"	Percent speak English less than "very well"
Label	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Population 5 years and over	60,608	(X)	59,649	98.4%	959	1.6%
Speak only English	57,375	94.7%	(X)	(X)	(X)	(X)
Speak a language other than English	3,233	5.3%	2,274	70.3%	959	29.7%
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish	1,771	2.9%	1,094	61.8%	677	38.2%
5 to 17 years old	208	0.3%	175	84.1%	33	15.9%
18 to 64 years old	1,441	2.4%	844	58.6%	597	41.4%
65 years old and over	122	0.2%	75	61.5%	47	38.5%
Other Indo-European languages	860	1.4%	699	81.3%	161	18.7%
5 to 17 years old	102	0.2%	88	86.3%	14	13.7%
18 to 64 years old	625	1.0%	510	81.6%	115	18.4%
65 years old and over	133	0.2%	101	75.9%	32	24.1%
Asian and Pacific Island languages	473	0.8%	379	80.1%	94	19.9%
5 to 17 years old	107	0.2%	107	100.0%	0	0.0%
18 to 64 years old	342	0.6%	254	74.3%	88	25.7%
65 years old and over	24	0.0%	18	75.0%	6	25.0%
Other languages	129	0.2%	102	79.1%	27	20.9%
5 to 17 years old	0	0.0%	0	-	0	-
18 to 64 years old	129	0.2%	102	79.1%	27	20.9%
65 years old and over	0	0.0%	0	-	0	-
CITIZENS 18 YEARS AND OVER						
All citizens 18 years old and over	48,640	(X)	48,209	99.1%	431	0.9%
Speak only English	46,700	96.0%	(X)	(X)	(X)	(X)
Speak a language other than English	1,940	4.0%	1,509	77.8%	431	22.2%
Spanish	976	2.0%	752	77.0%	224	23.0%
Other languages	964	2.0%	757	78.5%	207	21.5%

7: MPO Technical Advisory Committee

A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of process the agency uses to encourage the participation of minorities on such committees.

Minority Representation on Planning and Advisory Boards, 2019

The Janesville Area Metropolitan Planning Organization Technical Advisory Committee (TAC) advises the MPO Policy Board. The structure of the TAC is outlined in the MPO bylaws and individual representatives are on the committee based upon his/her job title. There is flexibility in committee representation in filling the Bicycle/Pedestrian representative. Town Chairpersons may appoint an alternate of their choosing.

Name	Title	Minority Status
Ryan McCue	Janesville Deputy City Manager	Non-Minority
Paul Woodard	Janesville Director of Public Works	Non-Minority
Rebecca Smith	Janesville Transit Director	Non-Minority
Duane Cherek	Planning Director	Non-Minority
Mike Payne	City Engineer	Non-Minority
Ahna Bizjak	Senior Traffic Engineer	Non-Minority
Al Hulick	Milton City Administrator	Non-Minority
Howard Robinson	Milton Director of Public Works	Non-Minority
Colin Byrnes	Rock County Planning director	Non-Minority
Duane Jorgenson	Rock County Highway Commissioner	Non-Minority
Nick Elmer	Rock County Assistant Director of Public works	Non-Minority
Alan Sweeney	Rock County Supervisor	Non-Minority
TJ Nee	SLATS MPO Coordinator	Non-Minority
Jim Kuehn	WisDOT Bureau of Planning Rep.	Non-Minority
Tom Koprowski	WisDOT SW Region Rep.	Non-Minority
Mitch Batuzich	FHWA Rep.	Non-Minority
Kelley Brookins	Region 5 FTA Region Administrator	Minority
Dean Paynter	Bike/Ped Rep.	Non-Minority
Jeff Klenz	Town of Harmony	Non-Minority
Allan Arndt	Town of La Prairie	Non-Minority
Bruce Schneider	Town of Janesville	Non-Minority
Mark Gunn	Town of Rock	Non-Minority
Bryan Meyer	Town of Milton	Non-Minority
Ken Lucht	WSOR Rep.	Non-Minority

8: Subrecipients

Primary recipient description of how the agency monitors its subrecipients for compliance with Title VI, and a schedule of subrecipient Title VI Program submissions (note: JTS has no subrecipients).

Monitoring of Subrecipients

The Janesville Transit System has no subrecipients.

10: Adoption of Title VI Program

PA copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program).

FILE RESOLUTION NO. 2019-1709

A proposed resolution approving the Title VI Program and authorizing submission of the document to the Federal Transit Administration.

WHEREAS, the Common Council of the City of Janesville agrees with the provisions of Title VI of the Civil Rights Act of 1964, which prohibits discrimination by recipients of federal financial assistance on the basis of race, color, and national origin, including denial of meaningful access for limited English proficient (LEP) persons;

WHEREAS, the City of Janesville, as a recipient of Federal Transit Administration funds for the purpose of providing transit through the Janesville Transit System and for transportation planning activities for Janesville Area Metropolitan Planning Organization, must submit a Title VI Program every three years, which is a document demonstrating how the City as a recipient is complying with Title VI requirements;

WHEREAS, the City of Janesville Title VI Program meets the reporting requirements set forth by the Federal Transit Administration;

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Janesville that they hereby approve the Title VI Program and hereby authorize City Administration to submit the document to the Federal Transit Administration.

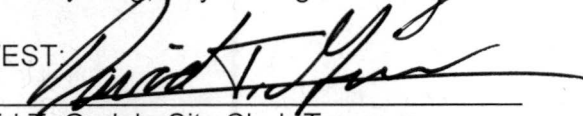
BE IT FURTHER RESOLVED, that the City Manager and his designee(s), on behalf of the City of Janesville, is/are hereby jointly and severally authorized and empowered to negotiate, draft, review, revise, modify, amend, execute, enter into, file and/or record additional agreements, amendments, documents, programs, reports, and letters of understanding concerning this matter, and to take whatever additional other actions that the City Manager may determine from time to time and at any time, necessary and/or desirable in the public interest to effectuate the intent of this Resolution.

ADOPTED: November 11, 2019

APPROVED:


Mark A. Freitag, City Manager

ATTEST:


David T. Godek, City Clerk-Treasurer

APPROVED AS TO FORM:


Wald Klimczyk, City Attorney

Proposed by: JTS & MPO
Prepared by: Transit Director

Motion by: Consent				
Second by: Consent				
Councilmember	Aye	Nay	Pass	Absent
Benson	X			
Conley	X			
Farrell	X			
Gruber	X			
Marklein	X			
Williams	X			
Wolfe	X			



11: Transit Service Standards

Transit Service Standards are illustrated in the 2017 Transit Development Plan. The applicable sections are included in this submission. The full document can be viewed at: www.ci.janesville.wi.us/mpo.

Transit Provider Service Standards

The following is an excerpt from the 2015-2050 Janesville Area Long Range Transportation Plan

Goal I: to promote the role of public transit in the overall Janesville community transportation system

- **Objective A:** By encouraging the use of public transit as an alternative for work and shopping trips.
- **Objective B:** By including transit service considerations in all development projects and coordinating public transit improvements with other modes of transportation and parking improvements.
- **Objective C:** By providing a level of service consistent with the needs of the community and at a level of local subsidy as specified by the City of Janesville City Council.
- **Objective D:** By promoting ridership through a comprehensive marketing plan.
- **Objective E:** By maintaining and expanding efficient high capacity transit service oriented to major employment centers.

Goal II: To maintain a fiscally sound public transit system as a vital service worthy of public support similar to that provided for other basic City services.

- **Objective A:** By serving the greatest number of people to the greatest extent possible within the resources available.
- **Objective B:** By maintaining an effective preventive maintenance program that ensures that 85% of the bus fleet is available for service at all times and maximizes the useful service life of the fleet.

Goal III: To serve the public transportation needs of senior citizens, disabled persons, children, and major employment centers in an efficient, safe, comfortable, and reliable manner as defined by industry standards.

- **Objective A:** By maintaining the efficient high capacity peak hour public transit service to all children in the community.

- **Objective B:** By providing amenities that will appeal to the elderly and disabled senior citizens with facilities and services that will meet the requirements of the American with Disabilities Act for transporting disabled persons.
- **Objective C:** By locating the transfer point(s) of the transit system at the most efficient location.
- **Objective D:** By providing service to businesses in commercial and industrial areas in concert with economic development activities.
- **Objective E:** By implementing a bikes-on-buses program to promote multimodal transportation options and increase ridership.

Goal IV: To comply with all regulations and mandates set forth by the Federal Transit Administration and the Wisconsin Department of Transportation.

- **Objective A:** By encouraging the participation of both public and private service providers in the provision of public mass transportation services consistent with JTS service quality, cost effectiveness, and reliability requirements.
- **Objective B:** By complying with all regulations and mandates associated with the American with Disabilities Act, Title VI Civil Rights requirements, federal Environmental Justice goals, and the Disadvantaged Business Enterprise participation goals.

Janesville Transit TITLE VI SERVICE STANDARDS AND POLICIES

Overview

Pursuant to the requirements of FTA C 4702.1B, Janesville Transit must establish and monitor system performance under quantitative service standards and qualitative service policies. Every three years, JTS submits a Title VI Program to the FTA documenting compliance with the established Title VI requirements. In accordance with this submittal, JTS will monitor and evaluate system performance relative to the service standards and policies, contained herein, no less than every three years.

Service Standards and Policies

The Federal Transit Administration requires that all fixed-route transit providers develop service standards and policies to provide a context for the monitoring and assessment of transit service. These standards and policies are used to compare the services provided in minority areas with the services provided in non-minority areas. Service standards and policies include:

Service Standards

- Vehicle Load
- Vehicle Headway
- On-time Performance
- Service Availability

Service Policies

- Transit Amenities
- Vehicle Assignments

Vehicle Load

Vehicle load is the ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point. For example, on a 29 seat bus, a vehicle load of 1.5 or 150% means all seats are filled and there are 15 standees. Vehicle overcrowding is dependent upon ridership activity and the seating capacity of each vehicle assigned to the route. JTS operates one vehicle category.

Vehicle Load Standard					
Vehicle Type	Passenger Capacities				
	Seated	Standing	Total	Max Factor	Load
35' Transit Bus	29	15	44		1.5
• Vehicle load standards are consistent for the peak and off-peak periods					

Vehicle Headway

Vehicle headway is defined as the amount of scheduled time between two vehicles traveling in the same direction on the same route. Vehicle headways determine how long customers must wait for bus service. Higher frequencies result in reduced wait times, which make the service more attractive to potential riders. At the same time,

higher frequencies can significantly increase costs by requiring additional buses and drivers.

Vehicle Headway Standard		
Route Type	Monday-Friday	Saturday
Regular Routes	30 minutes or 60 minutes throughout the day	30 minutes or 60 minutes throughout the day
Tripper Routes	As needed	NA
• <i>No service is provided on Sundays.</i>		

On-time Performance

On-time performance is a measure of service reliability that determines the percentage of buses that arrive or depart within a certain amount of time before or after the published schedule. On-time performance reflects the quality of service and influences a customer's choice to use transit.

On-time Performance Standard

A vehicle is considered on-time when it arrives 30 seconds early and no more than five (5) minutes late compared to the scheduled time at each time-point. JTS has set a system-wide on-time performance goal of 95%, which allows for some level of service variability while maintaining the reasonable expectation of reliability for customers.

Service Availability

Service availability is a measure of transit accessibility based on the distribution of routes and the placement of stops within a transit provider's service area. Stops spaced further apart allow for faster bus speeds and reduce customer travel times but also require customers to walk further to access the service.

Service Availability Standard

The standard for Janesville Transit serve availability is to offer service within one quarter mile of at least 90 percent of the populated areas within the JTS service area unless restricted by natural or man-made physical barriers.

Bus stop spacing on all routes will generally be the same, but will include a more stops in higher activity areas such as downtown and fewer stop in low activity areas such as residential areas. Stops are placed near major passenger trip generators. Variance from standard spacing may be necessary to address safety and accessibility concerns. All JTS regular route bus stops shall be marked with a bus stop sign.

Transit Amenities

Transit amenities refer to items of comfort, convenience, and safety that are available to transit passengers. These items include, but are not limited to, shelters, seating, signage and trash receptacles. Transit amenities must be equitably distributed on a system-wide basis.

Transit Amenities Policy

Transit amenities shall be allocated based on ridership activity (total number of average daily boardings) and will be equitably distributed to reflect the system-wide demographics. Consideration of new amenities shall be constrained by the availability of resources to adequately maintain them.

Vehicle Assignment

Vehicle assignment refers to the process by which transit vehicles are placed into service. JTS presently maintains a fixed-route fleet 35-foot heavy-duty transit buses. All vehicles are maintained and operated from a single facility. All vehicles are of similar age and condition.

Vehicle Assignment Policy

The goal of this vehicle assignment policy is to provide sufficient capacity to accommodate passenger demand while minimizing the labor and vehicle resources necessary to manage passenger loads. Proper vehicle assignment shall ensure that rider experience relative to vehicle age, vehicle condition and seating availability is similar on all routes.

35-foot heavy-duty transit buses is the vehicle for fixed route bus service and they are assigned to any route.

12: Transit Service Policies

Transit Service Policies are illustrated in the 2017 Transit Development Plan. The applicable sections are included in this submission. The full document can be viewed at: www.ci.janesville.wi.us/mpo.

Bus Stop Analysis

Currently, JTS operates as a “flag stop” system, meaning that in addition to allowing passengers to board and alight at signed bus stops, a bus driver may pick up or drop off passengers at any corner along a route or other safe location; effectively, passengers can hail a bus at most corners within the service area. During on-site field observations, only about two percent of passenger pick-ups and drop-offs were at unsigned locations. While this can provide a premium level of service to some riders, there are several shortcomings to a flag stop style of service, including:

- **Safety** – A signed stop gives a bus driver a signal to be aware of passengers and pedestrians and prepare to slow and stop a bus. Signed stops are also typically in places that are safe for passengers to board and alight the vehicle. Additionally, they reduce the incidences of passengers running toward a bus, or having to navigate hazards upon exiting a bus.
- **Ease of Access** – Bus stops provide equitable access to transit service, and are typically priorities for physical improvements to be in compliance with ADA. Paved landings, sidewalks, wayfinding, and shelters are all features of bus stops that aide in ease of use and promote access to fixed route service. Moreover, signed bus stops make a transit system easier to understand for a new user, as this is more of a customary procedure.
- **Operational Efficiency** – Having an unpredictable number of bus stops can make it difficult to plan running times for bus routes, require additional “slack” to be built into a schedule, and can cause unexpected delays due to making more stops than necessary and excess bus maneuvering.

To understand the impact of converting to a signed stop system, the consultant team conducted a field review and inventory of existing bus routes and stops, noting where improvements would be advisable based on industry standard guidelines. This report also provides some strategic recommendations for implementation.

Field Review

Spacing

Bus stop spacing for a fixed route system is typically $\frac{1}{4}$ mile for regular route service; $\frac{1}{4}$ mile is generally recognized as the average distance people are willing to walk to reach local bus service. Higher quality services (express bus, bus rapid transit, light rail) can tolerate greater spacing. However, bus stop placement must be done in such a way that balances providing access to transit service and maximizing travel speed and convenience. The $\frac{1}{4}$ -mile spacing is intended as a general rule. Areas of higher activity – such as the downtown core of a city – may warrant closer spacing to manage higher boarding and alighting patterns. Areas with low activity – suburban areas with less intense land use or lower density – may not require close spacing. Table 35 shows locations on JTS

regular and BJE fixed bus routes that have stop spacing greater than ¼ mile where additional stops may be considered. Noted under “Facilities Missed Between Stops” are locations that may benefit from improved transit access.

Table 35. Gaps in Bus Stops

Milton Ave.			
Stop	Previous Stop	Distance From Previous Stop	Facilities Missed Between Stops
Memorial at Milton	Court at Atwood	0.6 mi	
Target	Milton at Kettering	0.8 mi	Menards, Chipotle, Arby's and Popeye's
Lodge at Toys-R-Us	Target	0.8 mi	
Milton at Newman	Milton at Pizza Hut	0.5 mi	Walgreens, CVS, Sunset Tan, Cost Cutters
East Milwaukee St.			
Stop	Previous Stop	Distance From Previous Stop	Facilities Missed Between Stops
East Milwaukee at Post Office	Court at Ringold	0.45 mi	
Kellogg Ave.			
Stop	Previous Stop	Distance From Previous Stop	Facilities Missed Between Stops
State at Jerome	Jackson at Delavan	0.4 mi	
BJE			
Stop	Previous Stop	Distance From Previous Stop	Facilities Missed Between Stops
Center and Holmes (SB)	JTC	0.6 mi	Riders In, Larry's Barber Shop, Stop-N-Go
Center and Delavan (SB)	Center at Holmes	0.65 mi	
Riverside at Kwik Trip (SB)	Center at Burbank	0.9 mi	BMO Harris, First National, City Glass Company, and Janesville Comfort Shoppe.
Hwy. 51 at Sherman (SB)	Hwy. 51 at Airport	0.7 mi	Song of Joy Church, Rock County Christian School and Pinnacle Bar
Hwy. 51 at Inman (SB)	Hwy. 51 at Boundaries Bar	1.7 mi	
Riverside at Henderson (SB)	Hwy. 51 at Inman	1.8 mi	
BTC	Riverside at ABC	1.8 mi	
Center at Holmes (NB)	Center at Delavan	0.65 mi	
Kennedy at Plainfield	Rock County Jail	1.5 mi	GEOX Corporation, Badgerland Supply, Marling Lumber, and K&W Greenery
Wright Rd.			
No Stop Spacing Issues			
West Court St.			
No Stop Spacing Issues			

In summary, the following routes are candidates for added bus stops upon converting the existing fixed route system from a flag stop system to a signed stop system:

- Milton Avenue Route: 4 additional stops
- East Milwaukee Street Route: 1 additional stop
- Kellogg Avenue Route: 1 additional stop

The BJE is a hybrid between a regular route (local bus) service and an express or limited stop service. There were nine segments of the BJE that have greater than ¼-mile spacing, however placing stops in those segments may not be necessary due to low activity.

Shelter Placement

Bus shelters are a critical amenity of any fixed route transit system, protecting customers from weather and offering a venue to communicate system information. Shelters should be placed at

stops where there is adequate space for accessible routes, places where route transfers are made, and at areas of high activity and boardings. Per the Janesville Area 2015-2050 LRTP:

The City of Janesville’s Distribution of Transit Amenities Policy regarding passenger comfort and safety dictates that bus shelters will be strategically placed on inbound stops in residential neighborhoods and areas that serve 50 or more boarding or transferring passengers daily, and have an evenly distributed daily ridership. All [existing] shelters are located at major destinations (grocery stores, retail centers, medical facilities, job sources, and educational institutions) or residential developments with high ridership (Environmental Justice Section, page 10).

Bus stops with existing shelters and their associated number of daily boardings, as observed by the consultant team, are shown in Table 36. The consultant team collected boarding and alighting data for all JTS regular routes, the BJE, and most school tripper routes over the course of Tuesday, May 23 and Wednesday, May 24, and Tuesday, June 27 and Wednesday, June 28, 2017. As a relatively small sample, the data provide a snapshot of service provided and consumed, and should be interpreted with caution. However, these data represent the most up-to-date quantitative assessment of JTS ridership at the bus stop-level.

Table 36. Bus Stops with a Shelter

Location	Routes Served	Observed Daily Boardings
Downtown Transfer Center	All Regular Routes and BJE	537
Walmart	Milton Avenue, East Milwaukee Street	46
Janesville Mall	Milton Avenue	27
Beloit Transfer Center	BJE	20
KWIK Trip – Crosby Avenue & Court Street	West Court Street	19
Rock County Job Center - Kellogg Avenue & Center Avenue (North side)	Kellogg Avenue, BJE	19
Shopko - N. Lexington Drive	Milton Avenue	15
Pine Tree Plaza (I-HOP, East side)	Milton Avenue, East Milwaukee Street	14
Garden Court Apartments - Main Street	West Court Street, BJE	12
WI Center for the Blind and Visually Impaired – Oakhill Avenue & State Street	West Court Street	11
Milton Avenue & Kettering Street	Milton Avenue	11
Mercy Hospital - Mineral Point Avenue & Washington Street	West Court Street, BJE	10
Riverview Heights - North Washington & Greenview	West Court Street	10
Mercyhealth Clinic East - East Milwaukee Street & Suffolk Drive	East Milwaukee Street	8
Festival Foods	Milton Avenue	8

Continued

Kellogg Avenue and Center Avenue (South side)	BJE	7
Sunnyside Shopping Center - West Court Street	West Court Street	5
BioLife – Midland Road & Midland Court	Wright Road	5
Creston Park - Milton Avenue	Wright Road	5
Mercyhealth Clinic North – Deerfield Drive	Milton Avenue, East Milwaukee Street	4
U-Rock	West Court Street	2
Van Galder Depot – North Pontiac Drive (West side)	Milton Avenue	2
Pick ‘n Save—Lafayette Street & Conde Street	Kellogg Avenue	1
Kellogg Avenue - West of Garden Drive (South side)	BJE	0
Fairview—Harmony and East Milwaukee	East Milwaukee Street	0

As shown in Table 36, just two bus stops with shelters – the Downtown Transfer Center and Walmart – were observed to have about 50 or more daily boardings. JTS should consider revising its shelter placement policy (to a lower minimum daily boardings threshold) to better reflect boarding patterns. However, again, the observed boarding data in Table 36 are based on a small sample size and should be interpreted with caution.

For the purposes of this report, bus stops that were observed to have 20 or more boardings per day have been identified as being potential candidates for shelter locations – today or in the future. There are no industry standards for passenger activity necessitating a shelter; however, most transit systems apply a daily boardings measure as part of their assessment. Based on observed boarding data compiled by the consultant team, there is just one bus stop location in Janesville that may benefit from a shelter, using this 20-boarding threshold: Bond Place and Waveland Road (Table 37).

Table 37. Bus Stops with Twenty or More Boardings per Day

Location	Routes Served	Observed Daily Boardings	Existing Shelter?
Downtown Transfer Center	All Regular Routes and BJE	537	Y
Walmart	Milton Avenue, East Milwaukee Street	46	Y
Janesville Mall	Milton Avenue	27	Y
Bond Place at Waveland Road	West Court Street	24	N
Beloit Transfer Center	BJE	20	Y

JTS should continue to collect stop-level boarding and alighting data to continually evaluate where shelters are most needed. The bus stop serving the recently-closed Pick ‘n Save at Lafayette and Conde Streets on the Kellogg Avenue route has a shelter that could be repositioned to another site.

Bench Placement

As with shelters, there is no industry standard threshold for passenger activity necessitating a bench at a bus stop. JTS does not currently have such a standard. In addition to areas of moderate or high ridership, benches are generally warranted at bus stops in high activity locations (e.g., pedestrian activity, density); where seniors, children, and passengers with special needs frequently board; wait times are longer; and there is no other shelter from the elements.

Moving forward, JTS should consider placing benches at bus stop locations that might not yet meet standards for shelter placement and where it is safe to do so. Bench placement should be approached as an incremental improvement to passenger amenities if shelter placement is not immediately feasible. Further, benches should be placed at bus stops based on the general guidelines listed above and where there may be advertising revenue opportunities, such as areas with high pedestrian/vehicular traffic. There may also be opportunities to partner with developers and housing complexes to incorporate benches or other passenger facilities into their properties.

Customer Information

JTS publishes a Route Guide that indicates stop locations in its service area. There are several locations that are listed as stops that do not currently have signage. These are locations that presently operate as flag stops and should be formalized to signed stops under an updated system. There were approximately 50 stops listed in the Route Guide that do not have signage. The locations and directions of these stops are shown in Table 38.

13 & 15: Environmental Justice/ Transportation Investment Maps

Demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects. This analysis was performed as part of the 2015-2050 Long-Range Transportation Plan Environmental Justice Section. The section is attached, and may also be viewed at: www.ci.janesville.us/mpo.

Janesville Area MPO FTA C 4702.1B Requirements

Demographic profile of the Metropolitan Planning Area (MPA)

The MPA of the Janesville Area MPO consists of the Cities of Janesville and Milton, and parts of the Townships of Milton, Janesville, Harmony, Rock, and La Prairie. Table 1 describes the demographics of the municipalities by Census Tract based on the 2013-2017 American Community Survey Five-year estimates.

Table 1: Demographic Characteristics of MPA by Census Tracts						
Census Black Groups	Percent of Individuals in Poverty	Median Household Income	Unemployment Rate	Non-White	Hispanic or Latino	Black or African-American
1	31.6%	\$20,274	18.7%	15.6%	1.9%	12.2%
2	10.4%	\$47,052	5.2%	4.6%	3.1%	0.7%
3	39.3%	\$25,818	12.6%	30.2%	13.5%	8.2%
4	18.8%	\$42,031	8.3%	8.7%	2.2%	4.4%
5	12.1%	\$50,637	3.0%	10.3%	7.1%	1.2%
6	17.5%	\$45,281	7.2%	11.8%	4.0%	6.7%
7	16.4%	\$40,941	5.7%	17.2%	11.4%	3.3%
8	9.0%	\$54,922	4.1%	8.2%	5.0%	1.4%
9	7.2%	\$60,172	3.0%	3.5%	2.1%	0.4%
10	30.8%	\$39,583	6.7%	21.4%	11.2%	6.4%
11	9.0%	\$50,643	10.0%	12.1%	4.7%	2.9%
12.01*	6.6%	\$64,167	3.9%	2.7%	0.0%	0.1%
12.02*	4.7%	\$79,332	3.2%	9.5%	5.5%	2.4%
13.02*	4.1%	\$69,902	5.3%	3.0%	0.7%	0.3%
13.03	4.5%	\$93,534	2.8%	6.2%	2.2%	1.1%
13.04	11.2%	\$68,778	3.2%	12.1%	6.6%	3.5%
31*	6.3%	\$60,297	3.5%	7.0%	3.3%	3.0%
<i>Source: U.S. Census Bureau, American Community Survey 2013-2017 Five-year estimates</i>						

Figures 3 & 4 within the attached draft **2020-2025 TIP** for the Janesville Area MPO depict the MPA with environmental justice indicators through block groups.

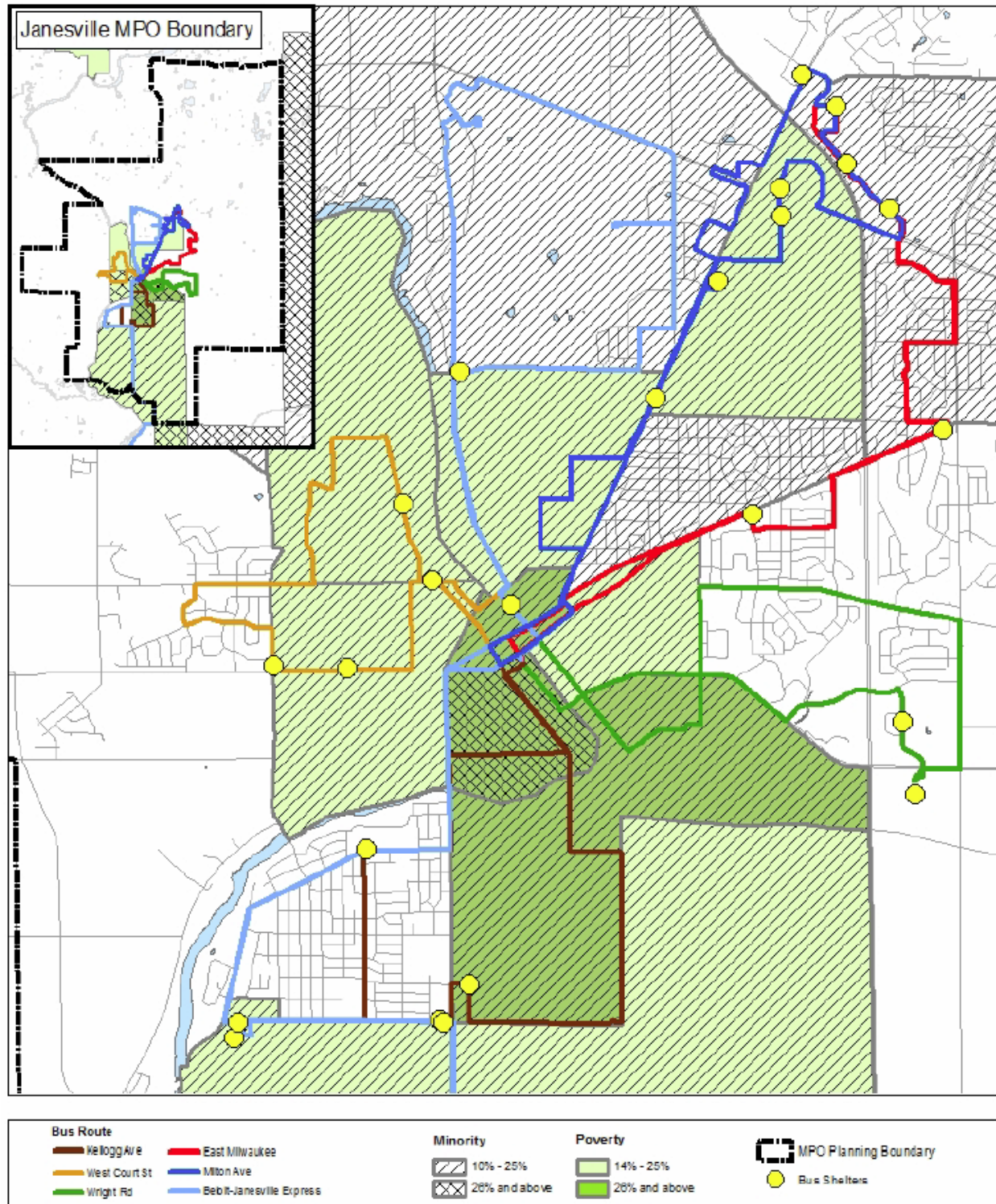
A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process

This process is described in the 2017 Public Participation Plan, which is included in this submittal. The Public Participation Plan includes the use of maps to identify minority populations.

Demographic maps that overlay the percent minority and non-minority populations as identified by Census or ACS data, at Census tract or block group level, and charts the

analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including Federal funds managed by the MPO

This following map shows transit in the Janesville Area overlaid with minority census tracts. Within the MPA, minority neighborhoods are almost exclusively concentrated within the City of Janesville. Within Janesville, Census Tract 3 has the highest concentration of minorities. This neighborhood, commonly known as the Historic Fourth Ward, receives the greatest amount of transit service because the Transit Transfer Center is located within the neighborhood.



2015-2050 Janesville Area Long Range Transportation Plan

Fig - 2

Environmental Justice areas with JTS bus routes and bus shelters

